

The Board of Trustees of the University of Central Arkansas convened in regular meeting Friday, March 8, 2002, at 2:00 p.m. in the Fireplace Room in McCastlain Hall with the following officers and members present, to-wit:

Chair:	Mr. Randy Sims
Vice Chair:	Mr. Rush Harding
Secretary:	Mr. Kelley Erstine
	Mr. Scott Roussel
	Dr. Michael Stanton
	Mr. Dalda Womack

and with the following absent, to-wit:

Mr. Rickey Hicks

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

Mr. Sims welcomed Dr. Michael Stanton, newly appointed member of the Board.

MINUTES

Minutes of the following Board meetings were approved unanimously as circulated upon motion by Mr. Erstine with a second by Mr. Harding:

November 13, 2001, Board meeting;
December 4, 2001, teleconference Board meeting and confirmation of action taken;
December 12, 2001, special Board meeting; and
January 10, 2002, teleconference Board meeting and confirmation of action taken.

INTRODUCTIONS

President Smith introduced the following individuals:

Dr. Barbara Williams, Professor and Chair of Nursing, was named Nurse of the Year by the Arkansas Nurses Association;

Dr. Cathy Acre, Assistant Professor of Occupational Therapy, was named Occupational Therapist of the Year by the Arkansas Occupational Therapy Association;

Dr. Jeff Young, Assistant Professor of Art, was named the 2001 Arkansas Higher Education Art Educator of the Year by the Arkansas Art Educators. On a national level, Dr. Young was honored as the 2002 Western Region Higher Education Art Educator of the Year by the National Art Education Association; and

Dr. Cathy Caldwell, Professor of Art, recipient of the 2002 Marion Quin Dix Leadership Award, presented by the National Art Education Association.

PRESIDENT'S REPORT

Recognition of Mrs. Elaine Goode - Mr. Sims presented Mrs. Goode with a plaque in appreciation for 14 years of dedicated service to the university as a member of the Board of Trustees. Mrs. Goode expressed her appreciation to the Board and the university community.

Litigation - Following is a report on the status of litigation involving UCA:

Paul Pojman v. University of Central Arkansas, (EEOC-251A1178).

Charging party Paul Pojman, a former faculty member, initiated a charge before the Equal Employment Opportunity Commission alleging a supervisor discriminated against him due to his sex in creating a sexually hostile work environment, and retaliated against him for his involvement in a sexual harassment investigation, in violation of Title VII of the Civil Rights Act of 1964, as amended. The university has provided a response denying each and every material allegation of the charge.

University of Central Arkansas v. Paul Miller, (CIV-2001-588).

On September 23, 2000, while driving at a high rate of speed and under the influence of alcohol, Paul Miller ran a stop sign at the intersection of Donaghey Avenue. Miller's vehicle traveled in an airborne manner across Donaghey Avenue striking and destroying a brick pillar given to the university by a former graduating class. The university filed a complaint to recover the costs associated with replacing two brick pillars, the one destroyed by the accident and a matching pillar located alongside. After several attempts to accomplish service of process on Mr. Miller, including the use of two process servers, the university obtained a Warning Order from the clerk that was published on two occasions in the Log Cabin Democrat. Upon Mr. Miller's failure to respond to the complaint, the university obtained a judgment for \$30,000. Appropriate steps to collect the judgment are being considered.

Melody Fields v. University of Central Arkansas, (02-0504-CC).

Claimant, Melody Fields, has submitted a claim before the Arkansas State Claims Commission alleging she was injured due to the negligence of the university. Claimant is seeking damages in the amount of \$50,000. The university submitted its Answer and First Set of Interrogatories and Request for Production of Documents to claimant. A hearing has been scheduled for April 11, 2002.

Construction - Mr. Jack Gillean, Vice President for University Relations, presented the construction report shown on the following page and responded to questions from Board members:

CONSTRUCTION PROJECTS STATUS REPORT

Project	Project Start Date	Proposed Completion Date	Bid Price	Contractor	Description/Status
Retirement Center	11/01/01	03/15/02	\$7,454,000	CWR, Little Rock	Number of floors: 3 Total square feet: 114,220 Due to carpeting delays, completion is now scheduled for early March. Finish products are being installed in all wings and the center core is dried in. Installation of the irrigation system has begun by Physical Plant personnel. Some of the furnishings have arrived and are being stored at the Physical Plant.
Writing/Speech Building	11/02/00	02/15/02	\$3,888,000	Cone Construction, Little Rock	Number of floors: 3 Total square feet: 34,000. Brickwork is 90% complete. Finish products are being installed. Outside concrete placement is continuing and dirt work is nearing completion. Carpet is being installed. Due to vandalism, the completion date was revised to February 28. Marker boards are being installed.
Math/Technology Building	03/16/01	06/22/02	\$4,699,000	Wilkins Construction Co., Inc., Little Rock	Number of floors: 3 Total square feet: 50,931. A card-swipe entry system and remote control light dimming have been added to the plans. Work on the roof trusses has been completed and decking is nearing completion. Mechanical, electrical and plumbing rough in is continuing. Aluminum storefront, windows, communications, and card access are being installed.
Estes Fence and Columns at Alumni Drive and Buffalo Hall	08/23/01	12/31/01	\$181,327	Tru-Star Construction	Completed.
Track Construction	04/23/01	02/01/01	\$378,000	Burnett Excavating, Conway	The rubberized finish coat is complete. Striping will begin in a few days, but has been delayed by inclement weather.
Western Ave Parking Lot	01/05/02	05/10/02	\$61,000	Paladino & Nash	Site preparation work and cut and fill are in progress but have been slowed by inclement weather.

Jim Thompson Property Update - Mr. Gillean reported that discussions with Mr. Thompson have concluded resulting in Mr. Thompson's decision to proceed with plans to develop property he owns on Western Avenue. Mr. Gillean stated that Mr. Thompson was interested in exchanging property with UCA, but was unable to have the property offered by UCA re-zoned to multi-family. Mr. Gillean reported that UCA will no longer attempt to acquire Mr. Thompson's property by exchange, purchase, or condemnation; therefore, negotiations have concluded and both parties are satisfied.

Housing Occupancy - President Smith and Mr. Paul McLendon, Interim Vice President for Financial Services, presented the housing occupancy report and responded to questions from Board members. President Smith stated that if housing occupancy remains at the present level, recommendations regarding future student housing will be presented to the Board at a future meeting.

Financial Report - Mr. McLendon reviewed the financial report ending December 31, 2001, and responded to questions from Board members.

Capital Funding Request for the 2003-05 Biennium - Mr. Gillean presented the capital funding request shown on the following page and responded to questions from Board members:

UNIVERSITY OF CENTRAL ARKANSAS					
Institutional Priority Ranking of 2003-2005 Capital Requests					
Rank	Project Name	Category	Total Cost	Other Funds	Total State Funding Requested
1	Main Hall	Renovation	\$9,000,000	\$1,000,000	\$8,000,000
2	Technology Infrastructure	Infrastructure	\$5,000,000		\$5,000,000
3	Arkansas Nursing Center	Renovation/Addition	\$9,500,000		\$9,500,000
4	College of Business Administration and the Center for Business Partnerships	Renovation/Addition	\$8,600,000		\$8,600,000
5	Wingo Hall	Renovation	\$4,500,000	\$1,200,000	\$3,300,000
6	Kinesiology and Physical Education Building	New Construction	\$4,900,000		\$4,900,000
7	Physical Plant	New Construction	\$4,000,000		\$4,000,000
8	Health, Physical Education and Recreation Building	New Construction	\$5,600,000		\$5,600,000
9					
10					
Total			\$51,100,000	\$2,200,000	\$48,900,000

Presidential Search - Mr. Bob McCormack, Chair of the Presidential Search Committee, reported that 56 applications from 28 states have been received. Mr. McCormack recommended that the search be extended and re-advertised in an effort to expand the number of applicants. Mr. McCormack distributed the following items for the Board's consideration and responded to questions:

1. a new time line for the search;
2. a revised presidential profile;
3. a revised advertisement for the extended search; and
4. a list of faculty members recommended by the Faculty Senate from which to choose a replacement committee member.

AFTER REVIEWING THE INFORMATION PRESENTED, THE FIRST THREE ITEMS LISTED ABOVE WERE UNANIMOUSLY APPROVED UPON MOTION BY MR. WOMACK WITH A SECOND BY DR. STANTON.

MR. HARDING NOMINATED MARGARET MORGAN, ASSOCIATE PROFESSOR OF WRITING AND RHETORIC, TO SERVE ON THE PRESIDENTIAL SEARCH COMMITTEE. THE MOTION WAS SECONDED BY MR. WOMACK AND UNANIMOUSLY PASSED.

**STATEMENTS FROM THE PRESIDENTS OF THE STUDENT
GOVERNMENT ASSOCIATION, STAFF SENATE, AND FACULTY SENATE**

Copies of the statements from the presidents of the Student Government Association, Serena Jeffery; Staff Senate, Sandy Olson; and Faculty Senate, Jim Bell, are attached.

Following the statements, Mr. Harding requested the administration to accommodate SGA's request to extend the Student Center's hours of operation. President Smith agreed that the hours should be extended and reported that the administration is working with ARAMARK on improvements to the Student Center, including a coffee shop and a convenience store, which will have the same hours of operation as the Student Center.

As a follow-up to a comment by Ms. Jeffery, President Smith reported that the women's basketball team is competing in the NCAA regional basketball playoffs. The team won its game last night in overtime and will face Delta State at 8:00 p.m. tonight. If the team wins the regional championship, it will travel to Wisconsin for the national playoffs. President Smith wished the team well.

ACTION AGENDA

At President Smith's recommendation and with the Board's approval, the following seven (7) routine items were unanimously approved upon motion by Mr. Harding with a second by Mr. Erstine:

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

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE
FOLLOWING STATEMENT CONCERNING REIMBURSEMENT OF
EXPENSES FOR OFFICIAL BOARD DUTIES FOR 2002:**

**THE UCA BOARD OF TRUSTEES AUTHORIZES REIMBURSEMENT OF
EXPENSES FOR EACH OF ITS BOARD MEMBERS FOR PERFORMANCE
OF OFFICIAL BOARD DUTIES, INCLUDING ATTENDANCE AT BOARD**

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

(2) **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. The following are the findings and recommendations.

AUDIT FINDINGS

Finding I: Reynolds Performance Hall reported a theft of funds totaling \$1,015. The cash was not locked in a secure area and there was no indication of forced entry. During the investigation it was noted that the Director of Public Appearances, Technical Director, and custodial workers had keys to the Box Office.

The university has hired a new office manager for the Reynolds Performance Hall and the cash box is now in a safe location in the manager's office.

The university police department was unable to determine the individual(s) responsible for the theft. The university will pursue this matter further provided additional information is obtained.

Response: The Internal Audit Department recommended that all funds be deposited with the university's business office within 24 hours according to the *University Cash Handling Procedures Manual*. If funds are receipted during weekend hours, the funds should be placed in the care of the police department for security until the next business day.

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

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HAS REVIEWED AND ACCEPTS THE AUDIT REPORT FOR FISCAL YEAR 2001 AS PREPARED BY THE ARKANSAS LEGISLATIVE AUDIT DIVISION.”

(3) **Athletic Camps and Clinics** - Arkansas law authorizes the Board of Trustees of state institutions of higher learning to grant permission to employees of those institutions to conduct certain outside work for private compensation using campus facilities. The law further provides that employees may do so only after they have discharged fully their employment responsibilities to those institutions. Ark. Code Ann. §6-62-401.

While the law authorizes boards of trustees to grant permission for such activities, it requires that boards make express findings of fact in certain areas. It also requires that boards reduce this permission to writing, which must include a statement of charges to be paid to the university for the costs associated with operating and maintaining the facilities that will be temporarily devoted to the particular activity conducted by the employee.

The football coaching staff wishes to hold a series of day camps and coaching clinics on campus and around the State to promote the university and its football program. The camps will be on campus June 3, 4, 5, 6, 14 and 15 of this year. Additional day camps and clinics may be held around the State during the months of June and July. These camps and clinics will be coordinated through the Clint Conque Football Camp and involve no conflict of interest with the mission and purpose of the university, will bring to campus a significant number of potential future students, and will generate for the university revenues through rental of facilities and use of campus dining facilities.

The basketball coaching staff would like to conduct the Scottie Pippen Basketball Camp. The camp will be held June 23-27 of this year on the UCA campus. Conducting this camp continues the excellent relationship between the university and one of its most outstanding alumni. The camp will also promote the university and provide exposure for its basketball program.

The university will be reimbursed for use of athletic facilities. Participants will pay current food service rates directly to campus dining facilities or food service will be included in the cost of the camp.

At the conclusion of the camps and clinics, the coaching staff will provide a complete financial report to the vice president for financial services who will then submit a summary of the financial report to the Board of Trustees.

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE FOOTBALL STAFF TO CONDUCT THE CLINT CONQUE FOOTBALL CAMP AND A SERIES OF DAY CAMPS AND CLINICS DURING JUNE AND JULY 2002, AND FINDS THAT THE CAMPS AND CLINICS INVOLVE NO CONFLICT OF INTEREST WITH THE MISSION AND PURPOSE OF THE UNIVERSITY. THE CAMPS AND CLINICS WILL BRING TO CAMPUS A SIGNIFICANT NUMBER OF POTENTIAL STUDENTS, AND WILL GENERATE FOR THE UNIVERSITY REVENUES THROUGH RENTAL OF FACILITIES AND USE OF CAMPUS DINING FACILITIES; AND,

BE IT FURTHER RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY GRANTS PERMISSION FOR THE SCOTTIE PIPPEN BASKETBALL CAMP TO BE CONDUCTED ON CAMPUS JUNE 23-27, 2002 AND FINDS THAT THE CAMP INVOLVES NO CONFLICT OF INTEREST WITH THE MISSION AND PURPOSE OF THE UNIVERSITY. THE CAMP WILL BRING TO THE CAMPUS A SIGNIFICANT NUMBER OF INDIVIDUALS WHO MAY ENROLL AT THE UNIVERSITY AS A RESULT OF THEIR EXPOSURE TO ITS FACILITIES AND ITS PERSONNEL WHILE ENGAGED IN THE CAMP AND WILL GENERATE SUBSTANTIAL REVENUES FOR THE UNIVERSITY; AND

BE IT FURTHER RESOLVED: THAT THE CLINT CONQUE FOOTBALL CAMP AND THE SCOTTIE PIPPEN BASKETBALL CAMP SHALL MAKE KNOWN IN ALL ADVERTISING OR OTHER PUBLICITY INVOLVING THE CAMPS THAT PARTICIPANTS ARE CONTRACTING WITH EITHER THE CLINT CONQUE FOOTBALL CAMP OR THE SCOTTIE PIPPEN BASKETBALL CAMP AND NOT WITH THE UNIVERSITY AND THAT THE UNIVERSITY AND THE STATE OF ARKANSAS DO NOT ASSUME ANY CONTRACTUAL OBLIGATIONS FOR THE CONDUCT OF THESE CAMPS; AND

BE IT FURTHER RESOLVED: THE UNIVERSITY WILL BE REIMBURSED FOR USE OF ATHLETIC FACILITIES AND PARTICIPANTS WILL PAY CURRENT FOOD SERVICE RATES DIRECTLY TO CAMPUS DINING FACILITIES OR FOOD SERVICE WILL BE INCLUDED IN THE COST OF THE CAMP; AND

BE IT FURTHER RESOLVED: THAT EACH EMPLOYEE AUTHORIZED HEREUNDER TO CONDUCT OUTSIDE WORK FOR PRIVATE COMPENSATION ON OR IN CAMPUS FACILITIES IS TO, WITHIN 60 DAYS AFTER COMPLETION OF THE EMPLOYMENT, SUBMIT A COMPLETE FINANCIAL REPORT RELATING TO THE EMPLOYMENT TO THE CHIEF FINANCIAL OFFICER OF THE UNIVERSITY, WHO WILL SUBMIT TO THE BOARD OF TRUSTEES ON AN ANNUAL BASIS A SUMMARY OF ALL SUCH FINANCIAL REPORTS RECEIVED; AND

BE IT FURTHER RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING CHARGES TO BE PAID TO THE UNIVERSITY AS COSTS ASSOCIATED WITH OPERATING AND MAINTAINING THE FACILITIES TEMPORARILY DEVOTED TO THE CAMPS:

**Clint Conque Football Camp
June 3, 4, 5, 6, 14 & 15, 2002**

Facilities: Use of athletic practice fields = \$1,000.00

**Scottie Pippen Basketball Camp
June 23-27, 2002**

Facilities: Four and one-half days in Farris Center and HPER
Center @ \$740/day = 3,330.00
Farris Center Pool Fee @\$50.00/2hours = 50.00
Lifeguard for Swim Party @ \$6.00/hour per lifeguard
(minimum 3 guards for 2 hours) = 36.00

Housing: Approx. 150 participants x 4 nights x \$9.25 = 5,550.00
Approx. 13 counselors x 4 nights x \$12.75 = 663.00

Food Services: Approx. 175 participants x 4 days x \$13.75 = 9,625.00
6 books @ \$46 - ten (10) lunch tickets per book = 276.00

**Support Services -
Continuing
Education:**

Approx. cost for 175 participants = 1,935.00"

- (4) **HPER Center - Completion of Second Floor** - At the time Phase I of the HPER Center was constructed, funds were not available to complete the second floor. Now that the HPER Center has opened, use of the fitness center is very high and additional space is badly needed.

An architect has completed plans and a cost estimate of \$400,000 for the project. Funds are available to complete construction of the interior space on the second floor and the administration seeks authorization to proceed with this project.

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES COMPLETION OF THE SECOND FLOOR OF THE HPER CENTER AT A TOTAL PROJECT COST OF APPROXIMATELY \$400,000.”

- (5) **Faculty Handbook - Standing Committees: Academic Assessment Committee** - The Academic Assessment Committee is proposed as a replacement to the academic assessment role formerly played by the University Planning and Assessment Committee, which was previously eliminated by the Board of Trustees. The new committee will provide necessary guidance as departments and other academic units comply with assessment mandates.

The Academic Assessment Committee has been endorsed by the Faculty Senate and appropriate administrators.

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE FOLLOWING ACADEMIC ASSESSMENT COMMITTEE AS A UNIVERSITY STANDING COMMITTEE.”

Academic Assessment Committee

1. Purpose
The Academic Assessment Committee's primary purpose is to provide direction and support for academic units with regard to documentation of student learning.
2. Responsibilities
 - a. Develop guidelines and standards for academic assessment programs;
 - b. Review and approve assessment plans for all new programs;
 - c. Review and approve all major changes in assessment plans for existing programs;
 - d. Sponsor workshops for academic units charged with the responsibility for developing and implementing academic assessment plans; and
 - e. Serve as a communication link with academic units and the Office of Academic Planning and Assessment regarding assessment activities.
3. Membership
 - a. Director, Office of Academic Planning and Assessment who shall serve as committee chair;
 - b. Chairs, Curriculum and Assessment Committees from each of the six colleges;
 - c. Director or Designee of University College;
 - d. Director or Designee of the Graduate School of Management, Leadership and Administration;
 - e. Director or Designee of the General Education Program;
 - f. Graduate Student appointed by the Student Government Association, one year term; and
 - g. Undergraduate Student appointed by the Student Government Association, one year term.
4. Meetings: On call
5. Reports to: Provost

(6) **Conflict of Interest for Sponsored Programs (Board Policy No. 320)** - To more closely align university policy with current practices, the university compliance officer developed the attached revision to the conflict of interest policy governing sponsored programs. The revision has been reviewed by the Faculty Senate and the Council of Deans and has the endorsement of those bodies.

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE FOLLOWING REVISION TO BOARD POLICY NO. 320, ‘CONFLICT OF INTEREST FOR SPONSORED PROGRAMS.’”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 320

Subject: Conflict of Interest for Sponsored Programs

Date Adopted: 10/95 Revised: 6/96

POLICY

~~———— The University of Central Arkansas (UCA) encourages the participation of its faculty in privately sponsored, government-sponsored, and University-sponsored research, to the extent that these activities do not conflict with the primary commitment of a faculty member to the teaching, research, and service missions of the University. The transfer of university-produced technology and public service involvement of various kinds are encouraged by the government and appear to serve the public interest.~~

~~———— All members of the UCA community are expected to conduct their affairs so as to avoid or minimize conflicts of interest and the appearance of a conflict of interest. State law prohibits university employees from using their positions to gain special privileges or exemptions for themselves or their immediate family members that are not available to the general public and from accepting gifts for performing their university duties. The UCA Faculty and Staff Handbooks address conflicts of commitment that may result from outside employment of University employees. The purpose of this policy is to set out the standards and procedures governing conflicts of interest in the context of university, other governmental, or privately sponsored research programs.~~

~~———— An investigator should avoid, where possible, acquiring any significant financial interest that could affect the design, conduct, or reporting of sponsored research or educational activities in which the investigator participates. Where a significant financial interest exists, the interest must be disclosed as required by this policy. A conflict of interest occurs when a reviewer under this policy reasonably determines that an investigator has a significant financial interest that could directly and significantly affect the design, conduct, or reporting of any sponsored research or sponsored educational activities. Where appropriate, conditions or restrictions should be imposed to manage, reduce, or eliminate actual or potential conflicts of interest.~~

DEFINITIONS

- 1) ~~**Executive Unit Head:** The person having primary administrative authority over the unit in which the investigator is employed. This person will generally be the chair or the director of a center or institute, but may be the dean, vice-president, or president. If any of these individuals has a conflict, this term shall refer to the head of the next level of administration.~~

- 2) ~~**Immediate Family:** The investigator's spouse and dependent children as defined by the IRS.~~
- 3) ~~**Investigator:** The principal investigator, the co-principal investigators, and any other person at the University who is responsible for the design, conduct, or reporting of sponsored research or sponsored educational activities. This definition includes research assistants such as graduate assistants and postdoctoral fellows but does not include those clerical or technical employees whose work can not reasonably be expected to influence the design, conduct, or reporting of the sponsored research.~~
- 4) ~~**Significant Financial Interest:** Anything of monetary value, including, but not limited to salary or other payments for services, equity interests, and intellectual property rights. A significant financial interest does not include:~~
- ~~1) Salary, royalties, or other remuneration from UCA;~~
 - ~~2) Ownership rights held by UCA, if UCA is an applicant under the Small Business Innovation Research Program or the Small Business Technology Transfer Program;~~
 - ~~3) Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;~~
 - ~~4) Income from service on advisory committees or review panels for public or nonprofit entities;~~
 - ~~5) An equity interest that when aggregated is both not more than \$10,000 and is not more than 5% ownership interest in any single entity; or~~
 - ~~6) Salary, royalties, or other payments that when aggregated for the next twelve months, is expected to be not more than \$10,000.~~

PROCEDURES

- ~~1. Investigators must submit a financial disclosure statement before submitting a proposal for funding of sponsored research or sponsored educational activities. (A copy of the financial disclosure statement is attached.) The investigators must submit an updated financial disclosure statement, on an annual basis. In addition, investigators must update their financial disclosure information, at any time during the year, if they acquire a new significant financial interest as defined by this policy.~~
- ~~2. The financial disclosure statements shall be submitted to the executive unit head for review. The executive unit head shall review the statement and forward it to the dean of the appropriate college.~~

- ~~3. The dean (or an executive unit head who does not report to a dean) shall review the financial disclosure statement, determine whether an actual or potential conflict of interest exists, and determine what conditions or restrictions, if any, should be imposed in order to manage, reduce, or eliminate such conflict of interest. The dean shall transmit the determinations to the investigator, and supply a copy of the determinations, financial disclosure statements, and actions taken to the Office of Sponsored Programs. The investigator shall comply with the determinations prior to the University's expenditure of any funds under the award.~~
- ~~4. Examples of conditions or restrictions that might be imposed to manage, reduce, or eliminate actual or potential conflicts of interest include:
 - ~~(A) public disclosure of significant financial interest;~~
 - ~~(B) monitoring of research by independent reviewers;~~
 - ~~(C) modification of the research plan;~~
 - ~~(D) disqualification from participation in all or that portion of the research that would be affected by the significant financial interests;~~
 - ~~(E) divestiture of the significant financial interest; or~~
 - ~~(F) severance of relationships that create actual or potential conflicts.~~~~
- ~~5. If the dean or executive unit head determines that imposing conditions or restrictions would be either ineffective or inequitable, and that the potential negative impacts that may arise from a significant financial interest are outweighed by interests of scientific progress, technology transfer, or the public health and welfare, then the dean or executive unit head may recommend that the research go forward without imposing such conditions or restrictions. Such a recommendation will be forwarded for review and approval to the Director of Sponsored Programs or designee, who shall be advised by a committee constituted as follows: one faculty representative selected by the Faculty Senate; one faculty representative selected by the University Research Council; one faculty representative selected by the Graduate Council; one representative selected by the Council of Deans; and one representative from the College of Business, appointed by the Provost. The names of the representatives selected will be submitted to the Office of Sponsored Programs by October 1 of each year. However, in any case, any significant financial interest that cannot be managed, eliminated or reduced shall be disclosed to the sponsor of the research.~~
- ~~6. If an actual or potential conflict of interest is identified at any time subsequent to the University's initial report to the research sponsor, all reports will be made and the conflicting~~

interest managed, eliminated or reduced, at least on an interim basis, within 60 days of the identification.

7. ~~If any failure of an investigator to comply with the University's conflict of interest policy should result in a bias to the design, conduct, or reporting of the sponsored research or sponsored educational activities, the Office of Sponsored Programs will promptly notify the sponsor of the situation and of the corrective action taken or to be taken.~~
8. ~~If any of the sponsored research activities or sponsored educational activities are performed by subgrantees, contractors, or collaborators, the Office of Sponsored Programs shall ensure that such entities provide appropriate financial assurances, either by requiring the entities to comply with this policy or providing similar financial disclosure information sufficient to allow the Office of Sponsored Programs to make the necessary certifications to the research sponsor.~~
9. ~~Records of all financial disclosures and all recommendations and actions taken concerning an actual or potential conflict of interest shall be maintained in the Office of Sponsored Programs until at least three years after the termination or completion of the applicable sponsored project award or the resolution of any government action involving the records.~~
10. ~~Failure of any university employee to comply with this policy shall constitute grounds for disciplinary action consistent with the UCA *Faculty Handbook* (or UCA *Staff Handbook*), if applicable.~~

RESPONSIBILITIES

1. ~~*Review of Financial Disclosures:* Executive unit head, academic deans, and the Office of Sponsored Programs are responsible for the timely review of the initial financial disclosure statements and the annual and ad hoc updates. The deans shall, in cooperation with the Office of Sponsored Programs, establish a system for distribution, receipt, processing and review of disclosure statements within the college.~~
2. ~~*Compliance:* The Office of Sponsored Programs is responsible for implementation and compliance with this policy. The Office is responsible for assisting each college in setting up a procedure for complying with this policy. The Office of Sponsored Programs is responsible for reporting and certifying the University's Conflict of Interest Policy and for keeping the appropriate external funding agencies informed if the University is unable to satisfactorily resolve an actual or potential conflict of interest.~~

IMPLEMENTATION

Federal regulations require that all sponsored research proposals submitted after October 1, 1995, contain a certification that the University has adopted a conflict of interest policy in compliance with the regulations.

The purpose of this policy is to promote objectivity in scholarly activities by establishing standards for identifying and managing significant financial conflicts of interest in sponsored scholarly activities. The expected result of the implementation of this policy is that the design, conduct and reporting of sponsored scholarly activities will not be biased by any conflicting financial interest of an investigator.

DEFINITIONS

Conflict of Interest: A significant financial interest in a business, or other personal considerations provided by a business, that could directly and/or significantly affect the design, conduct, or reporting of a funded scholarly activity.

Immediate Family: The investigator's spouse and dependent children as defined by the IRS.

Investigator: The principal investigator, the co-principal investigators, and any other person at the University who is responsible for the design, conduct, or reporting of scholarly activities. This definition includes research assistants such as graduate assistants and postdoctoral fellows, but does not include those clerical or technical employees whose work cannot reasonably be expected to influence the design, conduct, or reporting of the sponsored scholarly activities.

Significant Financial Interest: Anything of monetary value, including, but not limited to, salary or other payments for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options); and intellectual property rights (e.g., patents, copyrights, and royalties from such). The term does not include:

- (A) Salary, royalties, or other remuneration from the university;
- (B) Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities;
- (C) Income from service on advisory committees or review panels for public or nonprofit entities;

- (D) An equity interest that when aggregated for the investigator and the investigator's immediate family does not exceed \$10,000 in value and does not represent more than 5% ownership interest in any single entity;
- (E) Salary, royalties, or other payments that when aggregated for the investigator and the investigator's immediate family over the next twelve months, are not reasonably expected to exceed \$10,000; or
- (F) Any ownership interests in the university, if the university is an applicant under the Small Business Innovation Research program.

PROCEDURES

1. The Research Compliance Coordinator, Sponsored Programs Office, will be responsible for implementing this policy for the university.
2. Investigators must submit a financial disclosure statement before submitting a proposal for funding of scholarly activities. It is the responsibility of the principal investigator to name other persons on the project who meet the regulatory definition of Investigator. All financial disclosures must be updated during the period of the award, either on an annual basis or as new reportable Significant Financial Interests are obtained.
3. The financial disclosure statements shall be submitted to the Research Compliance Coordinator, Sponsored Programs Office, for review to determine whether a conflict of interest exists. Any statement revealing a possible financial conflict of interest shall be forwarded to the dean of the appropriate college.
4. The College Dean shall review the financial disclosure statement and determine whether an actual or potential conflict of interest exists. The dean will determine what conditions or restrictions, if any, should be imposed in order to manage, reduce, or eliminate the conflict of interest. The dean shall transmit the final determination in writing to the investigator, and supply a copy of the determination, financial disclosure statement, and action taken to the Research Compliance Coordinator, Sponsored Programs. The investigator shall comply with the determinations prior to the university's expenditure of any funds under the award.
5. Examples of conditions or restrictions that may be imposed to manage, reduce, or eliminate an actual or potential financial conflict of interest include:
 - (A) public disclosure of significant financial interest;
 - (B) monitoring of scholarly activity by independent reviewers;
 - (C) modification of the scholarly activity plan;

- (D) disqualification from participation in all or that portion of the scholarly activity that would be affected by the significant financial interest;
 - (E) divestiture of the significant financial interest; or
 - (F) severance of relationships that create an actual or potential conflict.
6. If the College Dean determines that an actual or potential conflict of interest exists, but that imposing conditions or restrictions would be either ineffective or inequitable, and that the potential negative impact that may arise from a significant financial interest are outweighed by interests of scholarly progress, technology transfer, or the public health and welfare, then the College Dean may recommend that the scholarly activity go forward without imposing such conditions or restrictions. Such a recommendation will be forwarded for review and approval to the Graduate Dean. The Graduate Dean may choose to be advised by an ad hoc committee consisting of three members chosen from the University Research Council. The Graduate Dean shall transmit the results and determination of the review in writing to the investigator, and supply a copy to the Research Compliance Coordinator, Sponsored Programs. Any significant financial interest that cannot be managed, eliminated or reduced shall be disclosed to the sponsor of the scholarly activity.
7. If an actual or potential conflict of interest is identified at any time subsequent to the university's initial certification to the sponsor, Sponsored Programs will report to the awarding agency the existence of the conflict of interest and assure that the conflict has been managed, reduced or eliminated; and, for any actual or potential conflict of interest that the university identifies that occurs subsequent to the initial report under the award, a new report will be made and the conflict managed, reduced, or eliminated, at least on an interim basis, within sixty days of identification.
8. If any failure of an investigator to comply with the University's conflict of interest policy should result in a bias to the design, conduct, or reporting of the scholarly activities, the sponsor will be promptly notified by the Sponsored Programs Office of the situation and of the corrective action taken or to be taken.
9. If any of the sponsored scholarly activities are performed by sub-grantees, contractors, or collaborators, the Sponsored Programs Office shall ensure that such entities provide appropriate financial assurances, either by requiring the entities to comply with this policy or providing similar financial disclosure information sufficient to allow the Research Compliance Coordinator, Sponsored Programs Office, to make the necessary certifications to the sponsor.

10. Records of all financial disclosure statements and all recommendations and actions taken concerning an actual or potential conflict of interest shall be maintained in the Research Compliance Office, Sponsored Programs Office, until at least three years after the termination or completion of the applicable sponsored scholarly activity award or the resolution of any government action involving the records.
11. The university will make information available, upon request, to the sponsor regarding all conflicting interests identified by the institution and how those interests have been managed, reduced, or eliminated to protect the scholarly activities from bias.
12. Failure of any university employee to comply with this policy shall constitute grounds for disciplinary action consistent with the faculty and staff handbooks, as applicable.

(7) **Academic Calendar for Fall 2002 through Summer 2003** - In order to serve the university community and provide the opportunity for university planning, the attached calendar has been developed. The calendar was reviewed and recommended by all appropriate councils and administrators.

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE FOLLOWING FALL 2002 THROUGH SUMMER 2003 ACADEMIC CALENDAR.”

**ACADEMIC CALENDAR
FALL 2002 THROUGH SUMMER 2003**

CALENDAR FOR FALL 2002
74 Days (69 Class - 5 Examination)

August 29, Thursday	Instruction begins
September 2, Monday	Labor Day Holiday
September 3, Tuesday	Instruction resumes
September 4, Wednesday	Last date to register
	Last date to add classes
	Last date to change from credit to audit or audit to credit
September 13 Friday	Final date to receive a refund for fall semester withdrawals and schedule adjustments
September 20, Friday	Final date to make degree application for December graduation
October 16, Wednesday	Mid-term grade report date
Nov 1, Friday	Final date to drop a course with non-punitive grade
Nov 4 - Nov 25	Advance Registration
November 27, Wednesday	Final date to officially withdraw from the University for the fall 2002 semester. Thanksgiving Holiday begins at Noon
December 2, Monday	Instruction resumes
December 7, Saturday	Final Exams - Saturday classes
December 9-13, Mon - Fri	Final Examinations - day and night classes
December 14, Saturday	Winter Commencement
	10:30 a.m. (BUSN, EDUC, FA & COMM, GSMLA)
	3:00 p.m. (HLTH, LIB ARTS, SCI/MATH, UNIV COLL)

CALENDAR FOR WINTER INTERSESSION, 2002-2003

15 Days (14 Class - 1 Examination)

December 16, Monday	Instruction begins
December 17, Tuesday	Last date to register
	Last date to add classes
	Last date to change from credit to audit or audit to credit
December 24 and 25	Holiday Break
December 26, Thursday	Instruction resumes
December 31 and January 1	Holiday break
January 2, Thursday	Instruction resumes
	Final date to drop a course with non punitive grade
January 10, Friday	Final examinations

CALENDAR FOR SPRING 2003

74 Days (69 Class - 5 Examination)

January 13, Monday	Instruction begins
January 16, Thursday	Last date to register
	Last date to add classes
	Last date to change from credit to audit or audit to credit
January 20, Monday	Martin Luther King, Jr. Day Holiday
January 21, Tuesday	Instruction resumes
January 31, Friday	Final date to receive a refund for spring semester withdrawals and schedule adjustments
February 7, Friday	Final date to make degree application for May graduation
March 5, Wednesday	Mid-term grade report date
March 19, Wednesday	Final date to drop a course with non-punitive grade
March 22-30, Sat-Sun	Spring Break
March 31, Monday	Instruction resumes
April 2- April 23	Advance Registration
April 18, Friday	Final date to officially withdraw from the University for the spring 2003 semester
April 26, Saturday	Final Exams - Saturday classes
April 28 - May 2, Mon-Fri	Final Examinations - day and night classes
May 3, Saturday	Spring Commencement
	10:30 a.m. (BUSN, EDUC, FA & COMM, GSMLA)
	3:00 p.m. (HLTH, LIB ARTS, SCI/MATH, UNIV COLL)

CALENDAR FOR MAY INTERSESSION 2003

14 Days (13 Class - 1 Examination)

May 12 , Monday	Instruction begins
May 13, Tuesday	Last date to register
	Last date to add classes
	Last date to change from credit to audit or audit to credit
May 23, Friday	Final date to drop a course with non-punitive grade
May 26, Monday	Memorial Day holiday
May 27, Tuesday	Instruction resumes
May 30, Friday	Final examinations

CALENDAR FOR SUMMER 2003

24 Days (23 Class - 1 Examination) - First Summer Session

25 Days (24 Class - 1 Examination) - Second Summer Session

49 Days (48 Class - 1 Examination) Ten Week Summer Session

June 2, Monday	Instruction begins for the Ten Week Summer Session and the First Summer Session
June 4, Wednesday	Last date to register, add classes, change from credit to audit or audit to credit for Ten Week Summer Session and First Summer Session
June 6, Friday	Final date to receive a refund for Ten Week Summer Session and First Summer Session withdrawals and schedule adjustments
June 20, Friday	Final date to make degree application for August graduation
June 27, Friday	Final date to drop a course with non-punitive grade
	Final date to withdraw from the University for the First Summer Session
July 3, Thursday	Final examinations for First Summer Session
July 4, Friday	Independence Day
July 7, Monday	Instruction begins Second Summer Session
July 9, Wednesday	Last date to register, add classes, change from credit to audit, audit to credit for the Second Summer Session
July 11, Friday	Final date to receive a refund for Second Summer Session withdrawals and schedule adjustments
July 25, Friday	Final date to drop a course with non-punitive grade
August 1, Friday	Final date to withdraw from the University for Ten Week Summer Session or Second Summer Session
August 8, Friday	Final examinations for Second Summer Session and Ten Week Session
August 8, Friday	Summer Commencement

Estes Stadium - Renovation of East Stands - The university architect has reviewed the feasibility of completing a partial renovation of the east stands of Estes Stadium and of placing a fence around the south end zone.

The following renovations/improvements will be included:

1. Visitor dressing room
2. Additional restroom facilities
3. Concession areas
4. Ticket booths and circulation area
5. Removal of track
6. Re-crown field and improve drainage
7. ADA upgrades for access
8. Add brick exterior for existing stands
9. Fence around south end zone

Though detailed construction drawings have not been completed, the architect estimates the total cost for the work will be approximately \$2,000,000. The project could be funded using \$1,000,000 in year-end funds and up to \$1,000,000 from the Board of Trustees Endowment.

Mr. Sims expressed concern about proceeding with the project in light of the slow economy.

President Smith stated that since the renovation is scheduled for the fall, the project can be reassessed if anticipated state revenues are not available, in which case this issue would be returned to the Board for further consideration.

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

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES RENOVATIONS TO ESTES STADIUM AS IDENTIFIED ABOVE AT A TOTAL PROJECT COST OF APPROXIMATELY \$2,000,000.”

Student Health Fee (Board Policy No. 630, “General Registration and Other Fees”) -

Currently, only students enrolled for fall and spring semesters pay the student health fee. This fee is \$5.00 per semester. Students enrolled during summer school and the May intersession do not pay the student health fee, but are able to utilize the services of Student Health. To assist with the ever-growing financial burden of providing student health care, the Division of Student Services has recommended that summer school students and May intersession students be assessed a student health fee. The recommended fee is \$1.00 for May intersession, \$2.50 for Summer I, \$2.50 for Summer II, and \$5.00 for the 10-week summer session.

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

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE STUDENT HEALTH FEE STATED ABOVE AS AN AMENDMENT TO BOARD POLICY NO. 630, ‘FEES - GENERAL REGISTRATION AND OTHERS,’ EFFECTIVE WITH THE MAY 2002 INTERSESSION.”

Fees - Continuing Education (Board Policy No. 631) - The Division of Continuing Education proposes revision of Board Policy 631 to include fees for Asynchronous Traditional Delivery Courses (formerly “correspondence study”) and an increase in the per-session fee for the Community Development Institute.

The inclusion of fees for asynchronous courses delivered through traditional methods is necessary to allow such delivery format to continue for courses until they are revised in web-based format as called for in the redeveloped program. A recent review of tuition for similar programs at other Arkansas institutions indicates that the proposed course rate is competitive.

The proposed increase in the registration fee for the Community Development Institute reflects rising costs for all aspects of the program, including room, board and printed materials for both presenters and program participants.

The proposal has been endorsed by all appropriate committees and administrators.

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

“BE IT RESOLVED: THE BOARD OF TRUSTEES HEREBY APPROVES THE FOLLOWING REVISIONS TO BOARD POLICY NO. 631, ‘FEES - CONTINUING EDUCATION.’”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 631
 Subject: Fees - Continuing Education
 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, 05/01

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 health sciences 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.

Extended Learning (~~Asynchronous Web-Based~~)

The payment schedule for extended learning courses is as follows:

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

Extended Learning (Asynchronous Web-Based)

\$120 PER UNDERGRADUATE CREDIT HOUR

\$190 PER GRADUATE CREDIT HOUR

Extended Learning (Asynchronous Traditional Delivery)

\$74 PER UNDERGRADUATE CREDIT HOUR

COURSE RENEWAL FEE - \$120 PER COURSE
COURSE EXCHANGE FEE - \$120
TOTAL INSTRUCTOR PAY - \$65 PER STUDENT FOR THREE SEMESTER HOUR
COURSE (\$27 UPON ENROLLMENT, \$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
 WITHIN SECOND MONTH - 50% OF FEE

Late Payment on External Contracts

The Division of Continuing Education may impose a ten percent late payment fee on contracts with external agencies, 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~~ \$500 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

UCA Alumni Association members enrolling in non-credit courses will receive a 40% discount.

Fees - General Administrative (Board Policy No. 634) - Currently, all students who register for classes after the first day of class are required to pay a \$25.00 late registration fee. The university does not have a late payment fee to cover those students that pre-register for classes but fail to take care of their financial obligations before the first day of classes. In the past, the university deleted the classes of these students before the first day of class and they were required to pay the late registration fee to have their classes restored. As a result of automation in the registration process, the university has discontinued deleting class schedules of students who have pre-registered, but failed to pay their fees. A \$25.00 late payment fee is recommended to encourage these students to fulfill their financial obligations in a timely manner.

Students who register after the first day of class will pay the \$25.00 late registration fee, not the late payment fee. Students who pre-register, but do not pay their fees on time will be assessed the \$25.00 late payment fee, not the late registration fee.

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

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE ADDITION OF THE LATE PAYMENT FEE OF \$25.00 STATED ABOVE TO BOARD POLICY NO. 634, ‘FEES - GENERAL ADMINISTRATIVE,’ EFFECTIVE FALL 2002.”

Fees - Child Study Center (Board Policy No. 637) - The UCA College of Education houses the Child Study Center, which in turn provides valuable, developmentally-appropriate service to the participating preschool children of Faulkner County. Following a review of fees in other Faulkner County facilities, it was determined that the UCA fees were far below those at comparable facilities with a developmental focus. Therefore, the College of Education has proposed an increase and revision to the fee structure as it currently exists under Board Policy No. 637.

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

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

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE FOLLOWING INCREASE AND REVISION OF THE FEE STRUCTURE FOR THE CHILD STUDY CENTER, AS A REVISION OF BOARD POLICY NO. 637, ‘FEES - CHILD STUDY CENTER.’”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Number: 637

Name: Fees - Child Study Center

Adoption Date: 4/80 Revision Date: 4/90, 5/94, 8/97, 8/00

~~Full-day kindergarten and pre-kindergarten students will be charged \$1,600.00 per child per school year. This tuition may be paid in eight monthly installments at the rate of \$200.00 per month. Half-day pre-kindergarten students will be charged \$800.00 per child per school year. This tuition may be paid in eight monthly installments at the rate of \$100.00 per month. A late fee of \$5.00 per day will be charged for payments not received by the 10th of each month, September through April. Tuition must be paid through personal check, money order, or cashier's check. If the balance and all related fees are not remitted by the end of the month in which they are due, then student may be dismissed from the program.~~

Tuition Schedule for Child Study Center

Age of Child	Full Days Per Week	Tuition–School Year	Tuition–Monthly (8 equal installments)
4 or 5 years	Five	\$1,760.00	\$220.00
4 or 5 years	Three	\$1,280.00	\$160.00
3 years	Two	\$ 960.00	\$120.00

~~Families with multi-child enrollment will have a \$10.00 a month discount. A late fee of \$5.00 per day will be charged for payments not received by the 10th of each month, September through April. A non-refundable registration fee of \$75.00 will be collected at the time of registration for all three classes. Fees must be paid through personal check, money order, or cashier's check. If the balance and all related fees are not remitted by the end of the month in which they are due, the child may be dismissed from the program.~~

Food Service Contract (Board Policy No. 633) - President Smith and Mr. McLendon presented this item and responded to questions from Board members.

The university has received from ARAMARK, Inc. a food service proposal for the 2002-2003 contract year. The proposed contract provides for a rate increase of 3% for the meal plans for fall and spring terms and 2.7% for summer sessions in 2003. Part of the increase for the fall and spring terms is to add a new concept on the south serving line of the cafeteria. The rate increases for summer camps and casual meals in the cafeteria range from 2.0% to 2.5%.

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

The university will continue to contract with ARAMARK, Inc. for the operation of its food court in the Student Center and snack bar in Burdick Business Administration Building. ARAMARK, Inc. will pay the university 7% of sales in the Pizza Hut, 10% of sales in Chick-Fil-A, 5% of sales in the planned C-Store (a convenience-store concept), 10% in the planned Java City, and 13% of sales for all other cash operations.

The university currently grants to ARAMARK, Inc. the exclusive right to operate the concessions in Estes Stadium, Farris Center, and Farris Field. It is recommended that this contract be extended from June 1, 2002, through May 31, 2003, with payment to the university of 32% for football events and 27% for non-football events, the same rate as 2001-2002.

The rates for 2002-2003 are as follows:

<u>TERM</u>	<u>MEAL PLAN*</u>	<u>2001-2002</u> <u>RATES</u> <u>PER DAY</u>	<u>2002-2003</u> <u>RATES</u> <u>PER DAY</u>	<u>INCREASE</u> <u>%</u>
Fall & Spring	Unlimited**	\$5.29	\$5.45	3%
	Any 19 meals	\$4.99	\$5.14	3%
	Any 15 meals	\$4.67	\$4.81	3%
	Any 10 meals	\$4.49	\$4.62	3%
	Any 7 meals	\$3.66	\$3.77	3%
	with \$125.00			

<u>GROUP</u>	<u>MEAL</u>	<u>2001-2002</u> <u>RATES</u> <u>PER DAY</u>	<u>2002-2003</u> <u>RATES</u> <u>PER DAY</u>	<u>AMOUNT</u> <u>TO UCA</u>	<u>INCREASE</u> <u>%</u>
Casual Meals	Breakfast	\$3.95	\$4.05	\$0.47	2.5%
	Lunch	\$4.60	\$4.71	\$0.55	2.5%
	Dinner	\$4.65	\$4.77	\$0.56	2.5%
	Special	\$5.70	\$5.84	\$0.68	2.5%

<u>GROUP</u>	<u>MEAL</u>	<u>SUMMER</u> <u>2002</u> <u>RATES</u> <u>PER DAY</u>	<u>SUMMER</u> <u>2003</u> <u>RATES</u> <u>PER DAY</u>	<u>AMOUNT</u> <u>TO UCA</u>	<u>INCREASE</u> <u>%</u>
Off Campus Special Groups	Breakfast	\$3.42	\$3.49	\$0.51	2%
	Lunch	\$4.17	\$4.25	\$0.63	2%
	Dinner	\$4.17	\$4.25	\$0.63	2%
	Brunch	\$4.17	\$4.25	\$0.63	2%
Summer I & II Special Groups	Any 19 meals	\$7.22	\$7.41		2.7%
	Any 15 meals	\$6.25	\$6.42		2.7%
	Any 10 meals with \$75.00	\$5.25	\$5.39		2.7%

<u>GROUP</u>	<u>MEAL</u>	<u>PLAN</u>	<u>2002-2003</u> <u>PER</u> <u>SEMESTER</u>	<u>2002-2003</u> <u>PER</u> <u>SEMESTER</u>	<u>INCREASE</u> <u>%</u>
Commuter	Any 50 meals with \$175.00 declining balance		\$390.00	\$390.00	0.0%
	Any 30 meals with \$25.00 declining balance		\$260.00	\$260.00	0.0%

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

10% for declining balance for non-boarders
 10% for inclining balance
 32% for Football Athletic Concessions
 27% for Non-Football Athletic Concessions
 10% for Java City
 05% for the C-Store

- * All meal plans have the option of adding a \$50.00 declining balance and the commission to the university will remain the 13% already paid on declining balances.
- ** Optional and not covered by university scholarships.

During discussion, Mr. Harding requested that Mr. McLendon meet with the food service director and the president of the Student Government Association regarding student concerns and requests.

Following discussion, the following resolution was unanimously adopted upon motion by Mr. Harding with a second by Mr. Womack as an amendment to Board Policy No. 633, "Food Service Contract":

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

BE IT FURTHER RESOLVED: THE BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO ENTER INTO A ONE-YEAR CONTRACT WITH ARAMARK, INC., FOR THE OPERATION OF THE FOOD COURT IN THE STUDENT CENTER AND SNACK BAR IN BURDICK BUSINESS ADMINISTRATION BUILDING, PROVIDING THAT ARAMARK, INC., WILL PAY THE UNIVERSITY 7% OF SALES IN THE PIZZA HUT, 10% OF SALES IN CHICK-FIL-A, 10% OF SALES FOR JAVA CITY, 5% OF SALES FOR C-STORE, AND 13% OF SALES FOR ALL OTHER CASH OPERATIONS FOR THE PERIOD OF JUNE 1, 2002 THROUGH MAY 31, 2003, AND FOR THE OPERATION OF ATHLETIC CONCESSIONS AT ESTES STADIUM, FARRIS CENTER, AND FARRIS FIELDS FOR THE PERIOD BEGINNING JUNE 1, 2002 THROUGH MAY 31, 2003, PROVIDING ARAMARK, INC., WILL PAY THE UNIVERSITY 32% OF GROSS SALES FOR FOOTBALL EVENTS AND 27% OF GROSS SALES FOR NON-FOOTBALL EVENTS."

Housing (Board Policy No. 632) - The following resolutions regarding housing rates for 2002-2003 were unanimously adopted upon motion by Dr. Stanton with a second by Mr. Harding:

1. **Room and Board Rates for 2002-2003**

The current room and board charge is \$1,745 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 ARAMARK contract. An increase is also recommended for the residence hall room rates. Both ARAMARK and the Department of Housing & Residence Life are working diligently to keep costs to a minimum. An increase is needed to continue to upgrade the residence halls by making the needed improvements/repairs and for salary adjustments for student and professional staff. The total proposed room and board rate for 2002-2003 is \$1,800.00, or an overall increase of approximately 3%.

For the 2001-02 school year, housing has experienced an annualized occupancy of approximately 96.8%, a 02.8% increase over 2000-01. Housing applications are up from this time last year and Housing should maintain a high occupancy rate for 2002-2003.

The standard meal plans for 2002-2003 are the same as 2001-2002. The option of unlimited meals and declining balance with the standard meal plans will be offered again in 2002-2003 as well as the \$700.00 all declining balance for students in university-owned houses and apartments leased by the University.

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING SCHEDULE OF ROOM AND BOARD RATES FOR THE ACADEMIC YEAR EFFECTIVE FALL 2002, AND SUMMER CONFERENCES AND SUMMER TERMS EFFECTIVE SUMMER 2003, THEREBY AMENDING BOARD POLICY NO. 632, 'FEES - ROOM AND BOARD.'"

ROOM RATE SCHEDULE

Fall & Spring 2002-2003

Current

Double Occupancy Room Rate	\$1,025.00 per semester	(\$ 995.00)
Private Room Rate	\$1,385.00 per semester	(\$1,345.00)
Greek Room Rate	\$ 9.00 per semester	(\$ 8.30)
Minton Hall (private rooms)	\$1,415.00 per semester	(\$1,370.00)
Minton Hall (double room)	\$1,045.00 per semester	(\$1,015.00)
Guaranteed Private Room (Baridon & Short/Denney the new hall)	\$1,535.00 per semester	(\$1,490.00)
RA Room	\$1,025.00 per semester	(\$ 995.00)

Summer Terms 2003

Any Hall (Double Room)	\$ 325.00 per semester	(\$ 315.00)
Any Hall (Private Room)	\$ 435.00 per semester	(\$ 420.00)

Summer Conferences 2003

Youth Rate (Double)	\$ 9.50 per semester	(\$ 9.25)
Adult Rate (Double)	\$ 13.10 per semester	(\$ 12.75)
Adult Rate (Single)	\$ 18.00 per semester	(\$ 17.50)
UCA Student Groups	\$ 6.50 per semester	(\$ 6.50)

BOARD RATE SCHEDULE**Fall & Spring 2002-2003**

Any 19-meal per week	\$ 775.00 per semester	(\$ 750.00)
Any 15-meal per week	\$ 750.00 per semester	(\$ 730.00)
Any 10-meal per week	\$ 730.00 per semester	(\$ 710.00)
Any 7-meal with \$125 declining balance	\$ 745.00 per semester	(\$ 725.00)

Optional Meal Plans

Unlimited meals	\$ 835.00 per semester	(\$ 810.00)
19 meals + \$50.00	\$ 825.00 per semester	(\$ 800.00)
15 meals + \$50.00	\$ 800.00 per semester	(\$ 780.00)
10 meals + \$75.00	\$ 805.00 per semester	(\$ 785.00)

Summer 2003

Any 19-meals per week	\$ 280.00 (5 week term)	(\$ 270.00)
Any 15-meals per week	\$ 255.00 (5 week term)	(\$ 245.00)

2. Baldrige Apartments Rental Rates for 2002-2003

The rental fee for Baldrige Apartments has been increased only four times since the university began operating the complex in 1992. Because of rising maintenance costs, a moderate increase is needed for 2002-2003.

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING MONTHLY SCHEDULE OF BALDRIDGE APARTMENT RATES FOR THE 2002-2003 BUDGET YEAR, EFFECTIVE JULY 1, 2002, THEREBY AMENDING BOARD POLICY NO. 632, 'FEES - ROOM AND BOARD.'"

RENT FOR BALDRIDGE APARTMENTS

<u>Apartment</u>	<u>2002-2003</u>	<u>(Current)</u>
2003 Bruce #1	\$465.00	(\$435.00)
2003 Bruce #2	\$445.00	(\$435.00)
2003 Bruce #3	\$395.00	(\$385.00)
2003 Bruce #4	\$395.00	(\$385.00)
2003 Bruce #5	\$395.00	(\$435.00)
2005 Bruce #A	\$445.00	(\$435.00)
2005 Bruce #B	\$445.00	(\$435.00)
2005 Bruce #C	\$445.00	(\$435.00)
2005 Bruce #D	\$445.00	(\$435.00)
229 Elizabeth #1	\$445.00	(\$435.00)
229 Elizabeth #2	\$445.00	(\$435.00)
229 Elizabeth #3	\$445.00	(\$435.00)
229 Elizabeth #4	\$445.00	(\$435.00)
229 Elizabeth #5	\$445.00	(\$435.00)
229 Elizabeth #6	\$445.00	(\$435.00)
229 Elizabeth #7	\$445.00	(\$435.00)
229 Elizabeth #8	\$445.00	(\$435.00)

EXECUTIVE SESSION

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

OPEN SESSION

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

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES ADJUSTMENTS, ADJUSTMENTS FOR SUMMER RESEARCH STIPEND, APPOINTMENTS, LEAVE WITHOUT PAY, RESIGNATIONS AND /OR NON-REAPPOINTMENTS, AND RETIREMENTS, PROVIDED HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE.”

ANNOUNCEMENT

President Smith announced that Stanley Russ Hall will be dedicated at 5:00 p.m. Wednesday, April 17, 2002. Governor Huckabee and Senator Russ are expected to attend.

ADJOURNMENT

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

Mr. Randy Sims, Chair

Mr. Kelley Erstine, Secretary