

The Board of Trustees of the University of Central Arkansas convened in regular meeting Friday, May 9, 2003, at 2:00 p.m. in the Fireplace Room in McCastlain Hall with the following officers and members present:

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

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

MINUTES

Minutes of the February 21, 2003, and April 4, 2003, Board meetings were unanimously approved as circulated upon motion by Mr. Sims with a second by Mr. Roussel.

INTRODUCTIONS

President Hardin introduced the following individuals:

Mrs. Patricia Bassett - the newest Board member who replaces Rickey Hicks;
Ortavius Wright - Incoming Executive President of the Student Government Association;
Justin Partee - Incoming Executive Vice President of the Student Government Association;
Carl Fredrickson - Incoming President of the Faculty Senate (not present);
Sondra Gordy - Incoming Vice President/President Elect of the Faculty Senate;
Julia Robison - Incoming President of the Staff Senate;
Shannon Fleming - Associate Vice President for Development; and
Katherine Hambuchen - Development Officer.

PRESIDENT'S REPORT

Legislative Session - President Hardin summarized actions during the recent legislative session that affected UCA. President Hardin stated that the session was the best UCA could have had under the circumstances. UCA was awarded \$705,000 in general improvement money and \$1.6 million in new general revenue. President Hardin stated that he was very pleased. The president commended Kelley Erstine, Tom Courtway, Jeff Pitchford, and Senator Gilbert Baker for their work during the legislative session.

President Hardin invited Senator Baker to address the Board. During his remarks, Senator Baker stated that Conway Development Corporation will receive \$100,000. Senator Baker commended President Hardin, Tom Courtway, Jeff Pitchford, and Jack Gillean for their work during the session.

Litigation - Tom Courtway, General Counsel, presented the following report:

(1) Background: On March 10, 2000, Mary Landreth, a UCA history professor, was involved in an automobile accident on Interstate 430 in Little Rock. While returning from a trip to the University of Arkansas at Monticello, Dr. Landreth, while traveling northbound on I-430 in west Little Rock, crossed the median of the interstate and struck a van in the southbound lanes. Dr. Landreth was killed, as was the driver of the van, Ms. Tamrya L. Gray. Ms. Gray also had minor children in the van, all of whom were injured, one critically.

(2) State Claims Commission: On March 6, 2003, three (3) separate cases arising out of this accident were filed with the Arkansas State Claims Commission. They are as follows:

(a) No. 03-1069-CC: Lawrence Henry vs. UCA. Amount claimed is \$5,000.00.

(b) No. 03-1070-CC: Lawrence Henry, Next Friend of Christopher Henry, a minor vs. UCA. Amount claimed is left blank in the claim. Allegations are that the minor suffered permanent eye injury, broken jaw, and other injuries.

(c) No. 03-1071-CC: Lee Gray, Guardian for Whitney Gray, Leanne Gray and Katye Gray vs. UCA. This claim is for injuries suffered by the three minors, all of whom were daughters of the deceased driver, Tamrya Gray. Claim field seeks \$3,900,000.00.

Status: We have filed an answer to all three claims and motions to dismiss, or in the alternative, to stay the proceedings pending other action (see below). The claims commission has entered an order in all three cases holding these claims in abeyance until the circuit court action in Crittenden County is resolved.

(3) Litigation Pending in Crittenden County Circuit Court: On March 6, 2003, Diane Sain, individually and as administrator of the Estate of Tamrya L. Gray, and on behalf of all of the beneficiaries of the Estate of Tamrya Lynn Gray filed suit in Crittenden County Circuit Court. The named defendants include the University of Central Arkansas, the President, and each member of the Board of Trustees.

We discovered this case in the course of investigating the claims commission filing, and in discussions with the firm of Huckabay, Munson, Rowlett & Moore, P.A. (the law firm hired by our insurance carrier to defend the case). No defendants have been served by the plaintiffs' lawyers (the firm of Barber, McCaskill, Jones and Hale, P.A. in Little Rock).

No damages are sought against either the President or any member of the Board. Appropriate motions will be filed seeking dismissal of this case against the University, the President and each member of the Board of Trustees, unless this is dropped in the very near future.

Resolution for Rickey Hicks - The following resolution was unanimously adopted upon motion by Mr. Erstine with a second by Dr. Stanton:

RESOLUTION

WHEREAS, Rickey Hicks has served as a valuable member of the University of Central Arkansas Board of Trustees from February 1996 until January 2003, and

WHEREAS, Rickey Hicks has served as a creative voice on the Board, and

WHEREAS, Rickey Hicks was the leader and the founder of the first mentoring program for minority students at the University of Central Arkansas, and

WHEREAS, Rickey Hicks served as an outspoken advocate for all students, but has been a strong advocate for minority students and faculty, and

WHEREAS, as a result of this extraordinary commitment, the Holloway-Hicks Scholarship for African-American students was named in his honor, and

WHEREAS, during Rickey Hicks' tenure, doctorates in physical therapy and school psychology were added to the university's curriculum, and

WHEREAS, during his tenure, Rickey Hicks continued the university's tradition of academic excellence, expanded the curriculum into other new areas, and improved and expanded the infrastructure of the campus, and

WHEREAS, on all of these matters, Rickey Hicks played a vital and important role,

BE IT RESOLVED, by the University of Central Arkansas Board of Trustees as follows:

RICKEY HICKS IS HEREBY COMMENDED FOR HIS EXTRAORDINARY SERVICE TO AND VISION FOR THE UNIVERSITY OF CENTRAL ARKANSAS. THE BOARD OF TRUSTEES, ON BEHALF OF STAFF, STUDENTS, FACULTY, ADMINISTRATION, AND ALUMNI, EXTENDS ITS HEARTFELT GRATITUDE FOR HIS YEARS OF OUTSTANDING SERVICE.

Witness our hands and seal this _____ day of _____.

Rush Harding, Chair

Scott Roussel, Secretary

On behalf of the Board, Mr. Harding expressed appreciation for Mr. Hicks' service to the Board and the university.

General Registration and Other Fees (Board Policy No. 630) - President Hardin discussed the following item and responded to questions from Board members: G

Undergraduate Students (Full-time) - The current general registration and mandatory fees for an undergraduate student enrolled in at least twelve credit hours per semester are \$1,997.50. Out-of-state students pay an additional \$1,656 in general registration.

It is recommended that the hourly general registration fee be increased by 5% in 2003-2004 to \$145 per credit hour and that the general registration and mandatory fees be charged on a maximum of 13 hours per semester instead of the 12 hours currently charged. This change will result in an overall increase of \$254 per semester for a student taking at least 13 hours.

It is recommended that the out-of-state general registration fee remain at the 2002-2003 rate of \$138 per credit hour to a maximum of \$1,656 per semester.

Undergraduate Students (Part-time) - The current general registration fee for an undergraduate, part-time student is \$138 per credit hour plus mandatory fees.

It is recommended that the general registration fee increase an additional 5% in 2003-2004 to \$145 per credit hour plus mandatory fees.

It is recommended that the out-of-state tuition general registration fee remain at the 2002-2003 rate of \$138 per credit hour.

Graduate Students - The current general registration and mandatory fees for a graduate student is \$171 per credit hour. 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 \$182 per credit hour.

It is recommended that the general registration fee be increased by 5% in 2003-2004 to \$180 per credit hour.

It is recommended that the out-of-state general registration fee remain at the 2002-2203 rate of \$182 per credit hour.

Publication Fee - The Student Publications Board proposed a \$1.00 fee increase per fall and spring semesters. The Student Government Association reviewed its proposal and endorsed this fee increase.

Following discussion, the following resolution, as an amendment to Board Policy No. 630, "General Registration and Other Fees," was unanimously adopted upon motion by Mr. Roussel with a second by Mr. Sims:

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES ADOPTS THE REVISIONS TO SECTIONS OF BOARD POLICY NO. 630, REGISTRATION AND OTHER FEES,' WHICH RELATE TO STUDENT FEES AS CONTAINED IN THE FOLLOWING SCHEDULE OF GENERAL REGISTRATION

**AND OTHER FEES PER SEMESTER FOR THE 2003-2004 ACADEMIC YEAR,
EFFECTIVE FALL 2003;**

**BE IT FURTHER RESOLVED: THAT ALL FEES NOT MODIFIED REMAIN AT
THE 2002-2003 LEVEL."**

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 630 630

Subject: Fees - General Registration and Others

Date Adopted: 3/94 Revised: Passim (most recent 2/00)

UNDERGRADUATE

The current and proposed general registration and other required fees for an undergraduate student are as follows. These amounts are maximums.

	<u>Current</u>	<u>Proposed for 2003-2004</u>			
General Registration	1,656.00	1,885.00			
Facilities	36.00	39.00			
Cooperative Education	6.00	6.50			
Fine/Performing Arts	24.00	26.00			
HPER	48.00	52.00			
Health Services	5.00	5.00			
AAGE	<u>5.00</u>	<u>5.00</u>			
Sub-Total	1,780.00	2,018.50			
Student Ctr/Recreation	48.00	52.00			
Athletic	138.00	149.50			
Student Activity (Note 3)	13.50 (3.50 for 1-7 hrs.)	13.50	(3.50	for	1-7
hrs.) 13.50 (3.50 5.00					
Radio Station	5.00	5.00			
Publication *	5.00	6.00 5.0			
SAB (Note 2)	<u>8.00</u>	<u>8.00</u>			
Total	1,997.50	2,252.50			
Out-of-State	1,656.00	1,656.00			
Note 1: Health Service Fee	<u>Fall/Spring</u>	<u>Intersession</u>	<u>Summer I & II</u>	<u>10-Week Session</u>	
	\$5.00	\$1.00	\$2.50	\$5.00	
Note 2: SAB	\$8.00	\$ -0-	\$1.50	\$3.00	
Note 3: Student Activity	\$13.50 or 3.50	\$3.50	\$3.50	\$3.50 \$3.50 \$	

*Charged fall

and

spring

semesters

only

GRADUATE

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

	Current	Proposed for 2003-2004		
General Registration	171.00	180.00		
Facilities	3.00	3.00		
HPER	4.00	4.00		
Fine/Performing Arts	2.00	2.00		
Sub-Total	180.00	189.00		
Student Ctr/Recreation	4.00	4.00		
Athletic	11.50	11.50		
TOTAL	195.50	204.50		
<u>Per Term/Semester</u>				
SAB (Note 2)	8.00	8.00		
Student Activity (8+ hrs) (Note 3)	13.50	13.50	13.50	
Student Activity (1-7 hrs)(Note 3)	3.50	3.50		
Radio Station*	5.00	5.00		5
Health Services (See Note 1)	5.00	5.00	5.00	
Publication*	5.00	6.00		
Out-of-State	182.00	182.00		
Note 1: Health Service Fee	<u>Fall/Spring</u>	<u>Intersession</u>	<u>Summer I & II</u>	<u>10-Week Session</u>
	\$5.00	\$1.00	\$2.50	\$5.00
Note 2: SAB	\$8.00	\$ -0-	\$1.50	\$3.00
Note 3: Student Activity	\$13.50 or 3.50	\$3.50	\$3.50	\$3.50 \$3.50 \$

3.

*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:

	Current		Proposed for 2003-04	
	Per Hour	Maximum	Per Hour	Maximum
General Registration	138.00	1,656.00	145.00	1,885.00
Facilities	3.00	36.00	3.00	39.00
Cooperative Education	0.50	6.00	0.50	6.50
Fine/Performing Arts	2.00	24.00	2.00	26.00
Student Ctr/Recreation	4.00	48.00	4.00	52.00
Athletics	11.50	138.00	11.50	149.50
HPER	4.00	48.00	4.00	52.00
<hr/>	163.00	1,956.00	170.00	2,210.00

Per Term/Semester:

AAGE	N/A	5.00	N/A	5.00
Student Activity (8+hrs) (Note 3)	N/A	13.50	N/A	13.50
Student Activity (1-7 hrs) (Note 3)	N/A	3.50	N/A	3.50
SAB (Note 2)	N/A	8.00	N/A	8.00
Radio Station*	N/A	5.00	N/A	5.00
Health Service (Note 1)	N/A	5.00	N/A	5.00
Publications*	N/A	5.00	N/A	6.00

Out-of-State 138.00 1,656.00 1,656.00

Note 1: Health Service Fee	<u>Fall/Spring</u>	<u>Intersession</u>	<u>Summer I & II</u>	<u>10 Wk Session</u>
	\$ 5.00	\$1.00	\$2.50	\$5.00

Note 2: SAB \$ 8.00 -0- \$1.50 \$3.00

Note 3: Student Activity Fee \$13.50 or \$3.50
 \$3.50 \$3.50 \$3.50 \$3.50 e

* Charged fall and spring semesters only.

Nursing Program Admission Fee and Clinical Competence Assessment Fee (Board Policy No. 639) - Dr. Gabriel Esteban, Provost, presented the following item and responded to questions from Board members:

The Department of Nursing administers standardized examinations to determine a student's qualifications for admission to the nursing program. Standardized examinations are also given to assess students' clinical knowledge and preparation for safe practice.

A \$25 application fee is proposed for undergraduate nursing program applicants to cover operating expenses associated with the admission process and the cost of the admissions examination. Currently the departments of Speech-Language Pathology, Occupational Therapy, and Physical Therapy charge such a fee.

Costs for clinical competency examinations range from \$20 to \$50 per test. Current total cost is \$220 per student. Based on 57 required credit hours in nursing, a four dollar per credit hour assessment fee will defray the costs of these tests.

The proposed assessment fee has the endorsement of all appropriate administrators.

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

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE FOLLOWING CHANGES TO BOARD POLICY NO. 639 EFFECTIVE WITH THE FALL SEMESTER 2003."

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 639 639
 Subject: Fees - Health Sciences
 Date Adopted: _____

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Revised: Passim (most recent 5/99)

Application Fee

_____ In addition to other applicable fees, the following non-refundable application fees will be collected from students applying to the programs identified. UCA students enrolled as full-time students at the time of application or who were enrolled as full-time students in the immediately preceding semester will be exempt from the application fee listed below.

<u>Program</u>	<u>Application Fee</u>	
Speech-Language Pathology (MS)	\$25.00	\$25.
Occupational Therapy (BS)	50.00	50.00
Physical Therapy Assisting (AAS)	25.00	25.00
Physical Therapy (MS)	50.00	50.00
d Nursing (BSN)	25.00	(effective fall 2003) 25.00

d

II. Health Sciences Fee - effective May 1, 1999

Students enrolled in physical therapy, occupational therapy, nursing, speech-language pathology, dietetics, and athletic training will be assessed a special course fee, called a Health Sciences Fee, of \$11.00 per credit hour for courses as designated by these departments.

III. Acceptance Deposit - effective November 1, 1998

Students accepted into programs designated by the Provost will be required to pay a non-refundable \$150 deposit to hold their place in the program. The deposit will be applied toward the tuition for those students who enroll.

dIV. Nursing Assessment Fee

In addition to other applicable fees, baccalaureate nursing students will be charged a clinical competence assessment fee of \$4 per credit hour for each required course in nursing. Charges are based on existing costs of examinations. If costs increase, the per-credit cost may be adjusted accordingly.

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Fees - Health, Physical Education, Recreation (HPER) Center and Farris Center Pool (Board Policy No. 657) - Dr. John Smith, Executive Vice President, presented the following item and responded to questions from Board members:

Fees for employees electing to use the UCA HPER Center are \$96.00 per year. Those membership fees generate approximately \$20,000 per year to support the facility operations. In an effort to offset some expenses to employees, to encourage continued growth in use of the HPER Center, and to address a specific request of the Staff Senate, the administration is recommending that effective August 1, 2003, this fee be eliminated for university employees. Family members of employees will continue to pay a fee to use these facilities.

Instead of a HPER fee, employee usage of the HPER Center and Farris Pool will be funded through fringe benefits transfers from non-vested UCA contributions to TIAA-CREF retirement accounts. When an employee leaves UCA before completion of four years of service, a portion of the University's contribution is returned to UCA. Those funds must be designated for fringe benefits expenditures. While the amount varies each year, it is anticipated that the forfeitures will fully fund the approximately \$20,000 membership fees.

Employee membership at the HPER Center will be presented as an incentive in UCA's Wellness Initiatives Program. That program's purpose is to combine education, personal health management, and exercise to encourage healthy lifestyles which can result in reduced health plan expenses.

Currently, students attending summer school and students who attended the spring semester, but are not enrolled for summer school do not pay a HPER fee during the summer months in order to use the facilities. The Student Government Association has requested that these students be assessed a HPER fee in order to use the facilities. The administration is recommending a \$4.00 per credit hour fee for students enrolled in any summer term or the May intersession, with a maximum of three credit hours per term. In addition, students who attend spring semester and are registered for classes for the fall semester will be allowed to use the HPER Center and Farris Pool during the summer months by paying a one-time fee of \$36.00.

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

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE FOLLOWING MODIFICATIONS TO BOARD POLICY NO. 647, "FEES - HEALTH, PHYSICAL EDUCATION, RECREATION (HPER) CENTER AND FARRIS CENTER POOL."

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 647 647

Subject: Fee - Health, Physical Education, Recreation (HPER) Center
and Farris Center Pool Page 1 of 2

Date Adopted: 8/01 Revised: _____

Membership Period: Fall membership - Fall academic term
Spring membership - Spring academic term ~~including summer~~
~~Summer terms - end of spring term to beginning of fall term~~

HPER Center and Farris Center Pool Fee Structure: Per Semester

Student:

Student only* Student (Summer School terms) ** of 3 d Spouse d(fall and spring)d Family*** d(fall and spring)d Single Parent Family**** d(fall and spring)d	<p>Board Policy #630</p> <p>\$ 4.00 per credit hour/maximum dcredit hours per term dcreditd(fall a</p> <p>\$ 48.00</p> <p>\$ 72.00</p> <p>\$ 24.00</p>
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*Board Policy #630 provides a \$4.00 per credit hour fee for students, ~~not to exceed twelve hours, or a maximum total fee of \$48.00 per semester~~ and sets the maximum hours charged each semester.

~~**If a student is not enrolled during the previous spring semester, they will be assessed a \$4.00 per credit hour fee for use of the facilities if enrolled in summer school.~~

d**Students attending UCA in the spring semester, but not attending summer school, will be assessed a one-time summer HPER fee of \$36.00 (\$36.00 per spouse) to access HPER Center for May, June, July, and August (until fall classes begin).

***For a student's family, the fee is calculated as follows: \$48.00 (spouse) and \$24.00 (children), for a total of \$72.00, in addition to the fee assessed for a student pursuant to Board Policy #630.

****For a single parent family, the fee is calculated as follows: \$24.00 (children), in addition to the fee assessed for a student pursuant to Board Policy #630.

Faculty and Staff:

Employee/Retired only*	\$ 48.00 dFringe benefit paid
Employee and Spouse	\$ 96.00 d\$48.00d
Family	\$120.00 d\$72.00d
Single Parent Family	\$ 72.00 d\$24.00d

HPER locker rental

\$ 5.00 (per locker)

*For purposes of this policy, employees enrolled in courses offered by the university will be assessed the fee ~~designated for employees~~ as per Board Policy #623 and #630.

~~Retirees: The fees for retirees of the university shall be the same as those assessed for current faculty and staff.~~

dUniversity Affiliates:d

College Square: The fees for residents of College Square shall be the same as those assessed for ~~current faculty and staff~~ full-time students.

Food Service Contract (Board Policy No. 633) - Dr. John Smith presented the following item and responded to questions from Board members: F

The university has received from ARAMARK, Inc. a food service proposal for the 2003-2004 contract year. The proposed contract provides for a rate increase of 3 % for the meal plans to reflect increases in operating costs.

The commission paid for off-campus special groups will be 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 12% commission on all declining balance sales and on catered events, 12% on all non-board plan declining balance sales, and 10% on all inclining balance sales.

Under the proposal, the university will continue to contract with ARAMARK, In., 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 C-Store, 10% in Java City, and 12% of sales for all other cash operations.

The university currently grants ARAMARK, Inc., the exclusive right to operate the concessions in Estes Stadium, Farris Center, and Farris Field with payment to the university of 15% for football events and 10% for non-football events.

It is recommended that this contract be extended from June 1, 2003, through May 31, 2004.

The proposed rates for 2003 - 2004 are as follows:

Term	Meal Plan	2002-2003	2003 -	
2004	Increase T	Rate	Rate	%
		Per day	Per Day	
Fall & Spring	Unlimited*	\$5.45	\$5.61	3 \$5.45
	19 meals + \$50.00	\$5.14	\$5.29	3 \$5.14
	15 meals + \$50.00	\$4.83	\$4.97	3 \$4.83
	10 meals + \$75.00	\$4.61	\$4.75	3 \$4.61
	Any 7 meals with \$125.00	\$3.77	\$3.88	3 \$3.77 \$3.88
	Declining Balance	\$700.00	\$800.00	

Group	Meal	2002-2003	2003-2004	Amount	Increase
		Rate	Rate	To UCA	%
Casual	Breakfast	\$4.05	\$4.17	\$.50	3
Meals	Lunch	\$4.71	\$4.85	\$.58	3
	Dinner	\$4.77	\$4.91	\$.59	3
	Special	\$5.84	\$6.01	\$.73	3 \$5.

Group	Meal	Summer	Summer	Amount	Increase
		2002-2003	2003-2004	To UCA	%
		Rate	Rate		
Off-campus	Breakfast	\$3.49	\$3.59	\$.43	3
Special	Brunch	\$4.25	\$4.38	\$.53	3
Groups	Lunch	\$4.25	\$4.38	\$.53	3
	Dinner	\$4.25	\$4.38	\$.53	3

Group	Meal	Summer	Summer	
		2002-2003	2003-2004	Increase
		Rate	Rate	%
Summer I_____	Any 19 meals	\$7.41	\$7.63	3
& II_____	Any 15 meals	\$6.45	\$6.64	3
	Any 7 meals	\$5.45	\$5.61	3
Special	Any 10 meals	\$5.45	\$5.61	3
Groups	Any 7 meals with \$75.00	\$5.45	\$5.61	3

Group	Plan	2002-2003	2003-2004	Increase
		Rate	Rate	%
Commuter	Any 50 meals	\$390.00	\$390.00	0
Meal Plans	with \$175.00 DCB			
	Any 30 meals	\$260.00	\$260.00	0
	with \$125			DCB

Commissions: 15% for off-campus special groups 15%
10% for catered events
12% for casual meals in cafeteria
12% for special meal plan for non-boarders
12% for declining balance
12% for declining balance for non-boarders
10% for inclining balance
15% for Football Athletic Concessions
10% for Non-Football Athletic Concessions
10% for Java City
5% for C-Store
7% for Pizza Hut
10% for Chick-Fil-A

All meal plans have the option of adding a \$50.00 declining balance and the commission to the university will remain the 12% already paid on declining balances.

*Optional and not covered by university scholarships.

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

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

"BE IT FURTHER RESOLVED: THE ADMINISTRATION IS AUTHORIZED TO SIGN A ONE-YEAR CONTRACT WITH ARAMARK, INC., FOR THE OPERATION OF THE FOOD COURT IN THE STUDENT CENTER AND SNACK BAR IN BBA, PROVIDING THAT ARAMARK, INC., WILL PAY THE UNIVERSITY 7% OF SALES IN THE PIZZA HUT, 10% OF SALES IN CHICK-FIL-A, 10% OF SALES IN THE JAVA CITY AND 10% OF SALES IN CHICK-FIL-A, 5% OF SALES FOR C-STORE, AND 12% OF SALES FOR ALL OTHER CASH OPERATIONS FOR THE PERIOD OF JUNE 1, 2003, THROUGH MAY 31, 2004, AND SIGN A SIMILAR CONTRACT WITH ARAMARK, INC., FOR THE OPERATION OF THE ATHLETIC CONCESSIONS AT ESTES STADIUM, THE FARRIS CENTER, AND FARRIS FIELD FOR THE PERIOD BEGINNING JUNE 1, 2003, THROUGH MAY 31, 2004, PROVIDING ARAMARK, INC., WILL PAY THE UNIVERSITY 15% OF GROSS SALES FOR FOOTBALL EVENTS AND 10% OF GROSS SALES FOR NON-FOOTBALL EVENTS DURING THE PERIOD OF THE CONTRACT."

Operating Budget for 2003-2004 - Dr. John Smith presented the following item. Discussion followed during which President Hardin, Dr. Smith, and Mr. Paul McLendon, Associate Vice President for Financial Services, responded to questions from Board members.

The proposed operating budget for fiscal year 2003-2004 totals \$ 93,988,845 as compared with

\$89,879,708 for fiscal year 2002-2003. This represents an increase of \$ 4,109,137 or 4.6 percent.

REVENUES

State General Revenues - Projected state general revenues are based on the assumption that we will receive 94.25 percent of Allotment A. Budgeted state funds are projected to remain equal to the 2002-2003 budgeted state funding level, less the \$738,647 budget cut that was made in February 2003.

Student Fees

Undergraduates - The increase in general registration fees for undergraduates reflects a five percent increase in the hourly rate (\$138 to \$145 per credit hour) and that registration and mandatory fees be charged for a maximum of thirteen credit hours each semester instead of the current maximum of twelve hours. The additional registration fee for out-of-state students will remain the same as the 2002-2003 rate, or \$1,656.

Graduate Students - The registration fee for graduate students reflects a five percent increase in the hourly rate (\$171 to \$180 per credit hour). The additional registration fee for out-of-state students will remain the same as the 2002-2003 rate.

The expected revenue production based on the changes above and an increase in students by one hundred should provide \$3,170,906 in additional revenue.

Other Revenues - This increase of approximately \$80,000 relates primarily to fee revenue based on charging fees for a maximum of thirteen hours each semester instead of twelve.

Continuing Education fees have been reduced to reflect the actual results of 2002-03.

Auxiliary Revenues - Room and board rates reflect an average increase of five percent over the prior year.

EXPENDITURES

Salary and related fringe benefits reflects an increase only for new positions or upgrades and the adjustments related to tenure and promotions.

Non-classified and Classified Employees - No general salary increases have been included in this budget.

Fringes - Fringe benefits have been continued at 27%.

Scholarships - The University's educational and general scholarship budget will increase by \$1,090,000 to reflect increases in registration and fees and to cover changes in scholarships offered for 2003-2004.

Other Expenditures - The increase in operating expenses primarily reflect the development of a

budget reserve to assist if additional state revenue reductions occur or to hire additional faculty to cover class requirements. Other increases have been reflected in the development office, technology costs and property insurance.

A reduction of \$200,000 was reflected in this budget due to the elimination of the UCA - Netherland Program.

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.

Housing and Food Services - The housing and food service expenditures reflect a three percent increase in the food service contract and the changes necessary to provide an additional 300 beds for 2003-2004.

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

"BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES APPROVES THE 2003-2004 OPERATING BUDGET TOTALING \$ 93,988,845 AS DISTRIBUTED AND DISCUSSED."

Housing (Board Policy No. 632) - Dr. John Smith presented the following items and responded to questions from Board members.

Room and Board Rates for 2003-2004

The current room and board charge is \$1,800 per semester for students in a double occupancy room and on the 19-meal plan. An increase in the standard board plans will be needed to cover the increased cost of the proposed ARAMARK contract. An increase is also recommended for the residence hall room rates. Both ARAMARK and the Department of Housing and Residence Life are working diligently to keep costs to a minimum. An increase in room rates is needed to continue to upgrade the residence halls by making the needed improvements/repairs. It is recommended that the room and board rate for 2003-2004 be increased to \$1,893.00, or an overall increase of approximately 5%.

For the 2002-2003 school year, housing experienced an annualized occupancy of approximately 97%. Current housing applications are significantly above this time last year and housing should maintain a high occupancy rate for 2003-2004.

The standard meal plans offered for 2003-2004 are the same as 2002-2003. The option of unlimited meals and declining balance with the standard meal plans will be offered again in 2003-2004 as well as the \$800.00 declining balance for students in university-owned houses, and apartments leased by the University.

The following resolution, as an amendment to Board Policy No. 632, "Fees - Room and Board," was unanimously adopted upon motion by Mr. Sims with a second by Dr. Stanton:

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING SCHEDULE OF ROOM AND BOARD RATES FOR THE ACADEMIC YEAR, EFFECTIVE FALL, 2003, AND SUMMER CONFERENCES AND SUMMER TERMS EFFECTIVE SUMMER 2004, THEREBY AMENDING BOARD POLICY NO. 632, "FEES - ROOM AND BOARD."

ROOM RATE SCHEDULE

Fall & Spring 2003 - 2004

	<u>Current</u>	<u>Proposed</u>
Double Occupancy Room Rate	\$1,025.00 per semester	\$1,056.00
Private Room Rate	\$1,385.00 per semester	\$1,427.00
Greek Room Rate	\$ 9.00 per semester	\$ 9.30
Minton Hall (private room)	\$1,415.00 per semester	\$1,458.00 \$1,415.00
Minton Hall (double room)	\$1,045.00 per semester	\$1,076.00 \$1,045.00
Guaranteed Private Room (Baridon & Short/Denney & new hall & apartments)	\$1,535.00 per semester	\$1,581.00
RA Room	\$1,025.00 per semester	\$1,056.00

Summer Terms 2004

Any Hall (double room)	\$ 325.00 per summer term	\$ 335.00 \$ 325.00
Any Hall (private room)	\$ 435.00 per summer term	\$ 448.00 \$ 435.00

Summer Conferences 2004

Youth Rate (double)	\$ 9.50 per person/night	\$ 9.80 \$ 9.50
Adult Rate (double)	\$ 13.10 per person/night	\$ 13.50 \$ 13.10
Adult Rate (single)	\$ 18.00 per person/night	\$ 18.50 \$ 18.00
UCA Student Groups	\$ 6.50 per person/night	\$ 6.70

BOARD RATE SCHEDULE

Fall & Spring 2003-2004

Any 19-meals per week	\$ 775.00 per semester	\$ 837.00
Any 15-meals per week	\$ 750.00 per semester	\$ 810.00 \$ 810.00
Any 10-meals per week	\$ 730.00 per semester	\$ 788.00
Any 7-meals with \$125.00 declining balance	\$ 745.00 per semester	\$ 805.00
Apartments declining balance	\$ 700.00 per semester	\$ 800.00

Optional Meal Plans

Unlimited meals	\$ 835.00 per semester	\$ 902.00
19 meals + \$50.00	\$ 825.00 per semester	\$ 891.00 \$
15 meals + \$50.00	\$ 800.00 per semester	\$ 864.00 \$
10 meals + \$75.00	\$ 805.00 per semester	\$ 869.00 \$

Summer 2004

Any 19-meals per week	\$ 280.00 (per term)	\$ 302.00	\$ 302.00
Any 15-meals per week	\$ 255.00 (per term)	\$ 275.00	\$ 275.00
Any 7 meals per week	\$ 230.00 (per term)	\$ 250.00	

Baldrige Apartments Rental Rates for 2003-2004

The rental rates for Baldrige Apartments will remain the same as the 2002 -2003 rates.

The following resolution, as an amendment to Board Policy No. 632, " Fees - Room and Board," was unanimously adopted upon motion by Mr. Sims with a second by Dr. Stanton:

"BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES APPROVES THE FOLLOWING MONTHLY SCHEDULE OF BALDRIDGE APARTMENT RATES FOR THE 2003-2004 BUDGET YEAR, EFFECTIVE JULY 1, 2003, THEREBY AMENDING BOARD POLICY NO. 632, ROOM AND BOARD."

RENT FOR BALDRIDGE APARTMENTS

<u>Apartment</u>	<u>2002-2003</u>	<u>2003-2004</u>
2003 Bruce #1	\$465.00	\$465.00 \$465.
2003 Bruce #2	\$445.00	\$445.00 \$445.
2003 Bruce #3	\$395.00	\$395.00 \$395.
2003 Bruce #4	\$395.00	\$395.00 \$395.
2003 Bruce #5	\$395.00	\$395.00 \$395.
2005 Bruce #A	\$445.00	\$445.00
2005 Bruce #B	\$445.00	\$445.00
2005 Bruce #C	\$445.00	\$445.00
2005 Bruce #D	\$445.00	\$445.00
229 Elizabeth #1	\$445.00	\$445.00 \$445.00 \$
229 Elizabeth #2	\$445.00	\$445.00 \$445.00 \$
229 Elizabeth #3	\$445.00	\$445.00 \$445.00 \$
229 Elizabeth #4	\$445.00	\$445.00 \$445.00 \$
229 Elizabeth #5	\$445.00	\$445.00 \$445.00 \$
229 Elizabeth #6	\$445.00	\$445.00 \$445.00 \$
229 Elizabeth #7	\$445.00	\$445.00 \$445.00 \$
229 Elizabeth #8	\$445.00	\$445.00 \$445.00 \$

Parking and Traffic Regulations (Board Policy No. 421) - Dr. John Smith presented the following item and responded to questions from Board members:

Shown below are proposed changes to the University of Central Arkansas Parking and Traffic Regulations, pursuant to A.C.A. 25-17-307, for the 2003 - 2004 academic year. A line has been drawn through the text to be deleted and the text to be added appears in bold italic type.

Most of the changes proposed are clerical in nature. The change to allow students to park in visitor parking after normal business hours was proposed by the Student Government Association. The proposed increases in fines relate only to fraud, unlawfully parking in disabled spaces, and moving violations.

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

"BE IT RESOLVED: THE BOARD OF TRUSTEES AUTHORIZES ADOPTION OF THE BELOW REVISIONS TO THE PARKING AND TRAFFIC REGULATIONS AND TRAFFIC VIOLATION FINES AS AN AMENDMENT TO BOARD POLICY NO. 421, EFFECTIVE AUGUST 15, 2003."

University of Central Arkansas

~~2002-2003~~ Parking & Traffic Regulations

2003-2004

I. Administrative Policy

In accordance with A.C.A. 25-17-307, the Board of Trustees of the University of Central Arkansas has established regulations for the operation and parking of motor vehicles on the UCA campus. These regulations apply to all faculty, staff, students, and others utilizing the land and streets owned or controlled by the University of Central Arkansas and are effective beginning August 15, ~~2002~~ **2003**. The University Police Department is the jurisdictional law enforcement agency empowered under State statutes to enforce all parking and traffic regulations of the University of Central Arkansas and the State of Arkansas on all campus **and university controlled** properties and those streets adjacent to campus properties.

1. Any appropriately licensed driver choosing to park an automobile on campus **or on other UCA owned or controlled properties** may do so, provided a parking permit is obtained and provided the driver understands that the permit neither obligates the university to set aside a space for every vehicle nor allows the driver to violate parking regulations.
2. The university reserves the right to restrict the use of an automobile on university property if the owner or driver has abused the privilege of operating a vehicle on campus.
3. The university assumes no responsibility for a vehicle or its contents.
4. Any motor vehicle parked on property owned or controlled by the university, including metered parking, and under the control of a student, faculty member, or staff member must properly display a valid UCA parking permit.
5. Failure to pay fines will result in the blocking of pre-registration or the withholding of transcripts or pay and refund checks.
6. A ticketed vehicle continuing in violation may be ticketed again as long as the violation continues. Overtime parking will be ticketed every two hours.
7. An illegally parked, but non-ticketed vehicle, is not an indication that the regulation being violated is no longer in effect.
8. Any person who is stopped by University Police for a violation of a traffic or parking regulation is subject to either a university or municipal citation as determined by the issuing officer.
9. Occupants of residence halls are requested not to drive to class, the cafeteria, or other campus areas between the hours of 6:30 a.m. and 4:30 p.m., Monday through Friday.
10. A traffic ticket or any other communication from a University Police officer is an official

university notice. Recipients who do not respond to such a communication face disciplinary and/or legal action.

11. The Arkansas Crime Information Center furnishes the University Police Department with information on the owners of vehicles not displaying a permit that receive tickets. These tickets are then issued to the faculty/staff member or student whose home address match those on the listing.

12. Use of any parking permit acquired through fraudulent, or otherwise improper means, will be considered theft of services from the University of Central Arkansas. Hanging permits will be confiscated and parking privileges may be taken away.

II. Traffic and Parking Services Office

The University Police Department is located at the intersection of W.J. Sowder and Marian Ross Streets. The Department's Traffic and Parking Services Office is open for payment of traffic fines and purchase of parking permits between 8:00 a.m. and 4:00 p.m., Monday through Friday. All registered students *and employees* may obtain their parking permit at the University Police Department 24 hours a day except for registration and fee payment days. **Temporary parking permits and parking and traffic information can also be obtained at the University Police Communications Center 24 hours a day.** As a service to the university community, the Department's lobby and communications center is never closed.

III. Student Parking Permits

1. Students who park vehicles on campus are required to immediately obtain and display a parking permit. The parking permit consists of two vehicle decals which are registered in the name of the student. The larger decal must be displayed on the driver's side of the rear bumper or the lower left corner of the rear window and the small decal must be displayed on the driver's side, upper or lower corner, of the front windshield. Decals should be applied to a clean, dry surface, and must be permanently affixed to the vehicle through use of the decals' adhesive backing.

2. It is a violation for a decal to be taped or otherwise displayed from the vehicle interior by means other than the adhesive backing.

3. Students should obtain their parking permit at the University Police Department or such other place that may be designated on registration and university fee payment days.

4. Permits are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle. Student permits are not transferable to any other vehicle. Only one current permit shall be displayed on a vehicle. A permit must not be altered or defaced.

5. A current permit expires the last day of summer school, or withdrawal by the student, whichever comes first.

6. A "Temporary Permit" may be obtained **24 hours a day** without cost from the University Police Department for any alternate vehicle brought to the campus for a period of one to seven

days. The permit is a hanging tag which is assigned to the individual driving the vehicle. The permit must hang on the rearview mirror with the front side of the permit facing the windshield. ***Students are allowed no more than four temporary parking permits per semester unless special circumstances are approved by the Parking and Traffic Services Office.***

IV. Faculty and Staff Parking Permits

1. Faculty and staff of the university who park vehicles on campus are required to immediately purchase and display a parking permit. Student employees are not eligible for staff parking. The parking permit for all faculty and staff employees is a transferable polyethylene hanging permit registered in the name of the employee.

2. Only one hanging permit may be issued to each employee of the university. The permit should be transferred to any vehicle the employee parks on the campus.

3. The permit must hang on the rearview mirror with the front side of the permit facing the windshield. Failure to properly display the hanging permit will result in the issuance of a citation.

4. Employees who forget to bring their hanging permit to campus must obtain a one-day temporary parking permit from the University Police Department prior to parking on university property. One-day permits are issued free of charge for employees who possess a regular parking permit.

5. Lost hanging permits may be replaced by purchasing a new permit at the full annual fee. Holders of permits are prohibited from selling or otherwise transferring their permit to another faculty/staff member or student.

6. The hanging permit must be returned to the University Police Department upon termination of employment with the University of Central Arkansas.

7. A temporary staff permit is available to temporary or extra-help employees whose appointments are for a limited period of time. The fee for a one-month temporary staff permit is \$10.00. The fee paid for monthly temporary permits may be used to off-set the cost of a regular employee parking permit should the employee's appointment be extended.

8. Relatives of faculty or staff members are not eligible for a faculty/staff permit and may not park in faculty/staff parking areas unless they themselves are regular employees of UCA. Each parking permit is valid only for use by the person to whom it is issued. Misuse of a faculty/staff parking permit may result in loss of parking privileges for both the faculty/staff member and the violator.

V. Disabled Parking

1. Disabled parking spaces are provided for the benefit of physically challenged persons. These spaces are designated by disabled signs and marked stalls. Unauthorized use of disabled spaces may result in fines as well as towing and associated costs.

2. Physically challenged persons must obtain a blue disabled permit and must furnish the

University Police with proof of issuance of a disabled permit or license plate by the Arkansas Department of Finance and Administration. Such proof shall be the "Disabled Person's Access to Parking Application Form" issued by the state with the special plate or placards.

3. Temporary disabled permits will be issued only to persons who have obtained and displayed a regular UCA permit. Upon obvious, visible disability a temporary disabled permit will be issued for a period of 3 - 5 days. Temporary disabled permits for a longer period of time, not to exceed 30 working days, will be issued only with a letter from a physician stating a need for a disabled permit and the length of time it is needed.

VI. Visitor Parking

1. Visitors are welcome and are encouraged to obtain a visitor's permit at the University Police Department prior to parking on campus. These permits will be issued after presentation of a valid driver's license. A visitor who receives a citation for a violation of the UCA parking rules, other than parking in a No Parking area or Disabled space, may bring or mail the citation to the University Police Department and it will be voided. Visitors may not park in a "No Parking" or "Disabled Parking" area. Violation of "No Parking" or Disabled parking statutes will result in a municipal citation with fines set by the Municipal Court. Municipal citations cannot be dismissed by the University and failure to respond to these citations will result in a warrant of arrest issued by the Municipal Court.

2. Visitors may park in designated visitor parking lots on campus without first obtaining a visitor parking permit. ***Between the hours of 6:30 A.M. and 4:30 P.M. Monday - Friday*** visitor parking is provided only for persons who are not registered students or employees of the university. Students or employees parking in visitor parking ***between those hours***, whether a student or staff parking permit is or is not displayed, will be subject to citation. Students and Faculty/Staff are not allowed to use a visitors temporary permit. The temporary will be confiscated if used by an unauthorized individual. Parking privileges may be taken away from those involved. ***Faculty, Staff and students may park in visitor parking between the hours of 4:30 P.M. and 6:30 A.M. Monday***

VII. Meter Parking

Meter parking is designated for short-term, convenience purposes. Holders of all types of UCA permits are required to pay when parking at parking meters. Two hour meter parking is enforced 8:00 AM - 4:30 PM Monday - Friday. Fifteen minute loading/unloading meters are enforced 24 hours a day 7 days a week. A UCA parking permit is required at all meters.

VIII. Motorcycles

Motorcycles, mopeds and motorbikes are not permitted on campus except in designated parking areas located on the perimeter of the campus. Users must enter and depart the campus at the location nearest these parking areas. Motorcycle permits are required to be placed where easily seen.

IX. Bicycles

Persons riding bicycles must obey all rules of the road established for motor vehicles. Bicycles shall be parked in racks provided on campus. Bicycles parked in access ways, on sidewalks, in areas which may obstruct disabled access or in any other improper location will be subject to citation and impoundment. Impounded bicycles may be claimed at the University Police Department after all fines are paid.

X. Method of Payment

1. All parking permits may be obtained at the University Police Department or at specially designated areas during fall, spring and summer registration and fee payment.
2. Payroll deduction is available as a form of permit fee payment for full-time faculty and staff. The annual fee will be deducted in three equal installments (six installments for employees on bi-monthly payroll) beginning with the September paycheck for all continuing employees. For those employees appointed after the start of the Fall semester, the parking fee will be deducted in installments beginning with the employee's first paycheck. Employees who terminate before the entire annual fee is collected will have the remaining balance deducted from their final paycheck.
3. Students may obtain more than one permit if more than one vehicle will be parked on university property by paying a \$40.00 fee for the additional permit at the University Police Department.
4. Students may obtain replacement permits at a cost of \$2.00, provided proof of destruction of the original permit is furnished to the University Police Department.

XI. Permit Fees

Fees for parking permits are as stated below. Fees are subject to change without notice.

Area/Type	Year	Summer	Faculty/Staff:	Yellow Hanging Permit	\$51.00	\$25.00	Monthly Temporary Permit	\$10.00	\$10.00
	Student:	Purple Adhesive Permit	\$40.00	\$20.00	Resident:	Green Adhesive Permit	\$40.00	\$20.00	Institutional:
	Silver - Faculty/Staff	\$51.00	\$25.00	Silver - Student	\$40.00	\$20.00	Disabled:	Blue Hanging Permit - Faculty/Staff	\$51.00
	\$25.00	Blue Adhesive \$20.00	All Motorcycles/Mopeds:	Purple Adhesive Permit	\$5.00	\$5.00			

XII. Parking Area Assignments and Hours

Faculty/Staff Parking - Areas marked "Yellow Area" with yellow signs and yellow lines are reserved for faculty and staff vehicles displaying current yellow hanging permits.

Resident Parking (*On Campus Residence Halls*) - Areas marked "Resident Parking" with green lines are reserved for student vehicles displaying current green UCA decals. Green decals are available only to students residing in campus residence halls.

***Resident Parking (UCA Owned or Controlled apartments or houses other than residence halls)
and where appropriate UCA Housing will provide a second decal which must be displayed with the purple decal.***

UCA Permit Parking - Areas marked "UCA Permit Parking" are reserved for student or faculty/staff vehicles displaying current UCA permits.

Disabled Parking - Areas marked for disabled access are ***always*** reserved for vehicles displaying current blue decals.

Visitor Parking - Areas marked for visitors are reserved for persons who are not employees or students of the university.

Between 4:30 p.m. and 6:30 a.m., Monday through Friday, ***Visitor areas***, Faculty / Staff areas, and UCA Permit Parking areas are interchangeable. (Summer Hours are from 2:30 p.m. to 6:30 a.m.) They are interchangeable all day Saturday and Sunday. ***A current UCA decal must be displayed.*** Residence hall parking ~~visitor parking~~, reserved spaces for residence hall directors, physicians, disabled spaces, ***and all other reserved parking spaces or parking lots as marked posted*** are not interchangeable and are enforced 24 hours a day, seven days a week.

XIII. Driving Regulations

1. All traffic and motor vehicle laws of the State of Arkansas are applicable on UCA property and will be enforced by University Police officers. Violation of State traffic and motor vehicle laws may subject the driver to a municipal citation with fines set by the Municipal Court.
2. The campus speed limit is fifteen (15) miles per hour, except where conditions indicate a slower speed is necessary.
3. One-way street driving regulations are to be observed at all times by all vehicles.
4. All STOP signs, YIELD RIGHT-OF-WAY signs, and all other regulatory or directional signs are to be observed.
5. Pedestrians in crosswalks shall have the right-of-way.
6. It is a violation of traffic regulations to avoid a speed bump.
7. It is the driver's responsibility to be able to operate his or her vehicle safely. Anyone who operates a vehicle on university property while under the influence of intoxicating liquor, narcotic drugs, or opiates will be subject to arrest.
8. Failure to yield to a University Police vehicle signaling a driver to pull over to stop (via the use of blue lights and/or siren), failure to comply with a University Police officer's direction,

or failure to cooperate with a University Police officer while the officer is performing his official duties, will subject the violator to arrest under applicable State statutes.

XIV. Parking Regulations

1. It is the driver's responsibility to find a legal, marked parking space and to park the entire vehicle within the space's boundary lines. Other improperly parked vehicles in the area shall not constitute an excuse for parking with any part of the vehicle over the line. Severe weather is not a valid reason for violation of parking regulations. If a vehicle experiences mechanical failure, it is the owner/driver's responsibility to have the vehicle removed as soon as available services permit. Parking lots may not be used for vehicle storage.

2. All parking spaces are defined by painted lines or parking blocks. Vehicles must be parked within the painted lines or parked in front of a parking block properly spaced for parking.

3. Where parallel parking is required, vehicles must be parked with the right wheels to the curb.

4. Where diagonal and head-on parking are required, vehicles should be parked with the front toward the curb and the rear bumper toward the traffic lane.

5. No parking is allowed next to red curbs, red parking blocks or in red or candy-striped areas. ***These areas are reserved for emergency vehicle access, fire code regulations and pedestrian / traffic safety. Unless specifically authorized by a uniformed police officer there are no waiver periods for these areas.***

6. No parking is allowed on the grass, sidewalks, or in driveways or loading zones.

7. Double parking is a violation at all times.

8. If a vehicle is parked in violation, attended or unattended, the driver may be issued a citation.

9. Vehicles licensed by the federal, state, county, or city government are exempt from permit requirements, but subject to compliance with other traffic and parking regulations. Police vehicles are exempt from certain traffic and parking regulations as provided in State statutes.

XV. Personal Responsibility for Vehicles

1. The person operating a vehicle displaying a UCA parking permit is responsible for all violations by that vehicle. If a permitted vehicle is loaned to another driver, its proper operation remains the permit holder's responsibility.

2. If a vehicle without a permit is driven on campus by a permit holder, a "Temporary Permit" must be obtained from the University Police Department. Temporary parking permits are available 24 hours a day, 7 days a week. Motorcycle permit holders are not eligible for temporary permits. ***Students are allowed no more than four temporary parking permits per***

semester unless special circumstances are approved by the Parking and Traffic Services Office.

3. Parking facilities may not be used until a student decal is affixed to the vehicle or a faculty/staff permit is displayed on the rearview mirror of the vehicle.

XVI. Towing and Impoundment of Vehicles

1. UCA reserves the right to tow and impound from its property any parked vehicle that does not display a current parking permit, is improperly parked in a space reserved for the disabled, is parked in a restricted zone, or has unpaid parking tickets. Vehicles will be towed if parked in such a way as to constitute a traffic or pedestrian hazard or impede the access of service or emergency vehicles. Violations which could also result in towing and possible impoundment include, but are not limited to, parking in reserved parking spaces, parking in painted candy-striped or red areas, parking in driveways, or double parking on the street or in parking lots.

2. UCA reserves the right to tow and impound from its property any vehicle in violation of its traffic and parking regulations until all towing fees and UCA traffic/parking violation charges have been paid.

XVII. Appeals Process

A traffic citation may be appealed within 72 hours of its issuance if the recipient believes it was issued contrary to campus traffic regulations or in error. Forms for appeals may be obtained from the University Police Department. An appeal may not be granted after a ticket has been paid.

Administrative determinations by the University of Central Arkansas may be appealed to the Conway District Court in accordance with A.C.A. 25-17-307.

XVIII. Fines for Violations

All fines must be paid within 30 days from the date of issue. Fines for traffic and parking violations which are not paid within 30 days from the date of issue of the citation for the violation(s) will be adjusted to an amount equal to twice the amount of the original fine(s). Failure to pay traffic and parking fines may result in the blocking of pre-registration, or the withholding of pay and refund checks.

All fines are payable at the University Police Department from 8:00 a.m. until 4:00 p.m., Monday through Friday. If the violator has their copy of the citation, payments will be accepted at the University Police Communications Center after hours in the form of a check or money order for the exact amount of the fine only.

The following are the parking and traffic violations and corresponding fines* established by the University of Central Arkansas:

1. No permit	25.00	25.00
2. Defacing, reproducing, altering or illegal use of permit	25.00	75.00
3. Falsifying registration information	50.00	75.00
4. Exceeding speed limit	25.00	40.00
5. Reckless/unsafe driving	25.00	75.00
6. Failure to stop or yield right-of-way	25.00	
7. Parking in a disabled space	50.00	75.00
8. Parking at a red curb	15.00	15.00
9. Improper equipment	15.00	15.00
10. Double parking/blocking	15.00	15.00
11. Parking in the wrong area	15.00	15.00
12. Parking in a No Parking area	15.00	15.00
13. Parking in a reserved area	15.00	15.00
14. Driving and/or parking on grass		10.00
15. Driving/parking wrong direction on a one-way street	10.00	10.00
16. Parking on the wrong side of street	10.00	
17. Overline parking	10.00	
18. Improper display of permit	10.00	10.00
19. Overtime parking	10.00	10.00
20. Failure to display hanging permit	10.00	

*Fines double if not paid within 30 days of the citation date.

UNIVERSITY POLICE

The UCA Police Department is committed to providing quality service and protection to students, faculty, staff and visitors of the University of Central Arkansas. University Police officers are law enforcement officers of the State of Arkansas and are professionally trained and certified by the Arkansas Commission on Law Enforcement Standards and Training. The Department employs 22 full-time police officers who have full investigative and arrest authority on the campus and contiguous streets and highways pursuant to A.C.A. 25-17-305. The Department's 24-hour 9-1-1 Communications Center and the Parking and Traffic Business Office employs additional support personnel who provide public safety services to the academic community.

The University Police Department maintains and promotes respect for the individual rights and dignity of all persons and is dedicated to excellence in all of the services that are offered on a year-round basis. The University Police are trained to understand the needs of students, faculty and staff. Police officers, equipped with two-way radios, patrol the campus by vehicle, foot and bicycle. Preventative patrols are also provided by campus service officers who are student aids and provide certain security functions. Arkansas law permits University Police officers to stop individuals suspected of criminal activity and question their identity, business and destination. In addition, University Police may make arrests or issue a summons for traffic or criminal violations which are referred to the City or County Prosecutor. All members of the campus community are encouraged to cooperate fully with police personnel for the safety and convenience of everyone involved. Resistance to detention or arrest may result in a more serious charge.

The University Police Department employs the philosophy of community policing within its jurisdiction. This philosophy is based upon the concept that police officers and the campus community as a whole can work together in creative ways to solve problems and prevent crimes. The primary focus of community policing is to foster positive interactions between the police, students, and staff. Comments or suggestions are always welcome by contacting the Chief of University Police at 450-3111.

HOW TO SUMMON ASSISTANCE

The University Police Department is located on campus between State and Hughes Hall. Persons needing EMERGENCY assistance at any time may call the University Police CommCenter by dialing 9-1-1 from any campus or residence hall telephone. General assistance can be obtained by calling 450-3111. Assistance can also be summoned by pushing the call button on any blue light emergency telephone located throughout the campus. The Dispatcher instantly knows the location of the caller and will ask what type of assistance is needed. The University Police Department's lobby is open 24-hours a day. The on-duty Dispatcher is available to assist at the lobby window. A local access telephone and a library of free crime prevention, safety and health brochures are also available in the lobby.

MOTORIST ASSISTANCE PROGRAM - MAP

...a service of the UCA Police Department

- Jump starting your car battery
- Unlocking your car
- Transportation to a local service station

The Motorist Assistance Program - MAP - is one of the services provided by the UCA Police Department. MAP is designed to provide assistance to students, faculty, staff and visitors experiencing vehicle problems while at the University.

If you need the services of MAP, call the UCA Police at 450-3111 or go to a blue light emergency telephone and push the button to talk to one of our dispatchers.

A police officer will be dispatched to your location and will be happy to assist you.

Women's Basketball Camps - Dr. John Smith presented the following item. Before discussion began, Dr. Smith congratulated the women's basketball coaching staff and team for their outstanding season. W

Arkansas law authorizes the Board of Trustees of state institutions of higher education 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.

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 the permission to writing, which must include a statement of charges to be paid to the university for the costs associated with operating and maintaining facilities that will be temporarily devoted to the particular activity conducted by the employee.

The women's basketball coaching staff wish to hold two private basketball camps on campus in July to promote the university and their programs. The first will be a day camp conducted July 21-23. The second will be a team camp held July 28-30. These camps will 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 housing and/or dining services.

The university will be reimbursed \$1.50 per participant for use of various athletic facilities. Participants will pay current food service rates directly to campus dining facilities or, if the camp is residential, housing and food service charges will be coordinated through appropriate university departments.

At the conclusion of the camps and clinics, the coaching staff will provide a complete financial report to the Executive Vice President, who will then submit a summary of the financial report to the Board of Trustees.

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

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE WOMEN'S BASKETBALL STAFF TO CONDUCT BASKETBALL CAMPS ON CAMPUS DURING JULY, 2003, AND FINDS THAT THE CAMPS INVOLVE NO CONFLICT OF INTEREST WITH THE MISSION AND PURPOSE OF THE UNIVERSITY. THE CAMPS 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: THE UNIVERSITY WILL BE REIMBURSED \$1.50 PER PARTICIPANT FOR USE OF ATHLETIC FACILITIES AND PARTICIPANTS WILL PAY CURRENT FOOD SERVICE RATES DIRECTLY TO CAMPUS DINING FACILITIES OR, IF THE CAMP IS RESIDENTIAL, HOUSING

AND FOOD SERVICE CHARGES WILL BE COORDINATED THROUGH THE APPROPRIATE UNIVERSITY DEPARTMENT; 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 EMPLOYMENT, SUBMIT A COMPLETE FINANCIAL REPORT RELATING TO THE EMPLOYMENT TO THE EXECUTIVE VICE PRESIDENT, WHO WILL SUBMIT TO THE BOARD OF TRUSTEES ON AN ANNUAL BASIS A SUMMARY OF ALL SUCH FINANCIAL REPORTS RECEIVED."

Deletion of Board Policy No. 302, "Non-Tenure Track Multi-Year Appointments Policy- President Hardin presented the following item and responded to questions from Board members:

In March 1999, the Board of Trustees adopted the 302 policy as an alternative to tenure-track appointments. This policy became an issue in the censure of the university by the AAUP. As the result of negotiations with a Faculty Senate committee, the administration has agreed to eliminate the policy and that no future faculty appointments will be made under the policy.

Following discussion, the following resolution was unanimously adopted upon motion by Dr. Stanton with a second by Mr. Erstine:

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES DELETION OF BOARD POLICY NO. 302, TRACK MULTI-YEAR APPOINTMENTS POLICY."

Engineering 3/2 Articulation Agreement - UCA and UA Fayetteville - President Hardin presented the following item and responded to questions and comments from Board members. During discussion, at Dr. Stanton's request, President Hardin told the Board that UA Fayetteville representatives have stated that their best transfer students come from UCA.

Faculty and administrators in UCA's College of Natural Science and Mathematics, working with counterparts in the School of Engineering at the University of Arkansas Fayetteville have developed an explicit relationship between the two institutions for a 3/2 articulation agreement for engineering students. To achieve this agreement, faculty and administrators at both UCA and UAF contributed collectively to developing and supporting a curriculum alignment plan that provides the entering UCA pre-engineering student with a prescribed set of courses facilitating seamless entry into one of six specific engineering programs at UAF. With this agreement, a student who enters UCA without deficiencies and who follows the curriculum plan can complete the 3/2 program in five academic years and one summer and will, at the end of the program, graduate with two degrees awarded simultaneously an appropriate baccalaureate degree in natural science, computer science, or mathematics from UCA and a baccalaureate engineering degree from UAF. To allow for completion of both degrees in a five-year time frame, the curriculum plan waives the UCA minor degree requirement for students in the 3/2 engineering program.

The agreement establishes six articulated curricula, leading to award of existing degrees at the two universities:

UCA Degree Programs	UAF Degree Programs	General Science	Biological and Agricultural			
Engineering	Chemistry	Chemical Engineering	Physics	Civil Engineering	Computer Engineering	
Science	Computer Engineering	Physics	or Mathematics	Industrial Engineering	Physics	Mechanical Engineering

The degree award from UCA allows the university to receive credit for the quality instruction it has provided to pre-engineering students rather than, as now, having these students appear as UCA non-completers. Further, this UCA graduate is now a fully invested UCA alumnus with considerably stronger ties to UCA than a student who simply passes through its doors and benefits from UCA's quality instruction on the way to a UAF degree alone. Further, the cooperation that has developed between UCA and UAF faculty will provide a strong basis of collegiality for future enhanced and expanded cooperative research ventures on the part of faculty and faculty working with students.

The articulation agreement has been endorsed by all appropriate university administrators and councils.

Following discussion, the following resolution was unanimously adopted upon motion by Mr. Roussel with a second by Dr. Stanton (Mr. Womack was not present for the vote):

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE ENGINEERING 3/2 ARTICULATION AGREEMENT BETWEEN THE UNIVERSITY OF CENTRAL ARKANSAS AND THE UNIVERSITY OF ARKANSAS FAYETTEVILLE."

Bond Issue - Mr. Paul McLendon presented the following item and responded to questions from Board members:

In accordance with the February 2003 Board action, the administration has prepared the following bond resolution to refund the 1992A,1991B, 1993 and 1994 bond issues and to provide funding for the Wingo Hall renovation and the construction of an Indoor Sports Complex.

The bond resolution as approved by bond counsel and underwriter has been included for the Board of Trustees consideration and approval.

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

RESOLUTION

RESOLUTION AUTHORIZING THE ISSUANCE OF BOARD OF TRUSTEES OF THE UNIVERSITY OF CENTRAL ARKANSAS NOT TO EXCEED \$8,200,000 STUDENT FEE REVENUE CAPITAL IMPROVEMENT AND REFUNDING BONDS, SERIES 2003A; AND NOT TO EXCEED \$8,600,000 AUXILIARY REVENUE CAPITAL IMPROVEMENT AND REFUNDING BONDS, SERIES 2003B (COLLECTIVELY, THE "BONDS"); AUTHORIZING THE EXECUTION AND DELIVERY OF TRUST INDENTURES SECURING SUCH BONDS; AUTHORIZING THE EXECUTION AND DISTRIBUTION OF AN OFFICIAL STATEMENT; PLEDGING CERTAIN REVENUES to the PAYMENT OF THE BONDS; AND PRESCRIBING OTHER MATTERS RELATING THERETO.

WHEREAS, the Board of Trustees (the "Board") of the University of Central Arkansas (the "University") has determined that there is a need to refund certain prior revenue bonds of the Board, specifically, the Series 1991B Academic Facilities Bonds (the "1991B Bonds"), the Series 1992A Academic Facilities Bonds (the "1992A Bonds"), the Series 1993 Student Center Bonds (the "1993 Bonds") and the Series 1994 Parking Facilities Bonds (the "1994 Bonds") (collectively, the "Refunded Bonds"); and

WHEREAS, the Board has also determined that there is a need to finance the construction of an addition to and renovation of Wingo Hall on the campus of the University in order to consolidate the University's administrative offices and provide a permanent meeting facility for the Board (the "Wingo Hall Project"); and

WHEREAS, the Board has also determined that there is a need to finance the construction of an Indoor Sports Facility on the campus of the University in order to provide better training and practice facilities for the University's athletic teams (the "Sports Facility Project") (collectively, the Wingo Hall Project and the Sports Facility Project are referred to as the "Projects"); and

WHEREAS, the Board has determined that the Projects can best be financed by the issuance of student fee revenue capital improvement and refunding bonds and auxiliary revenue capital improvement and refunding bonds; and

WHEREAS, by Resolution adopted on May 7, 2001, the Board authorized the President 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; and

WHEREAS, by Resolution adopted on February 21, 2003, the Board authorized the Administration to prepare the necessary documents to refinance the 1992A, the 1991B, the 1993 and the 1994 Bonds, or, if appropriate, to seek from the Arkansas Department of Higher Education an economic feasibility study and approval to extend the terms of the bonds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the University of Central Arkansas:

Section 1. The Board hereby authorizes the issuance of its Student Fee Revenue Capital Improvement and Refunding Bonds, Series 2003A in the aggregate principal amount of not to exceed \$8,200,000 (the "Series 2003 A Bonds") and its Auxiliary Revenue Capital Improvement and Refunding Bonds, Series 2003B in the aggregate principal amount of not to exceed \$8,600,000 (the "Series 2003 B Bonds") (the Series 2003A Bonds and the Series 2003B Bonds are each referred to herein as "a Series of Bonds" and collectively, as the "Bonds").

Section 2. Each series of Bonds shall have the final principal amount (subject to the limitations contained in Section 1 above), terms, maturities, bear interest at such rates and shall be secured as set forth in a separate Trust Indenture for each Series of Bonds (collectively, the "Indentures"), dated as of May 1, 2003. The form and content of the Indentures shall be and the same hereby are in all respects authorized, approved and confirmed, and the Chairman and the Secretary of the Board shall be and they hereby are authorized, empowered and directed to execute and deliver the Indentures for and on behalf of the Board to the Trustee (identified hereinafter) for the security of each series of the Bonds, respectively, and the interest thereon, including necessary counterparts, in substantially the form and content now before this meeting but with such changes, modifications, additions and deletions therein as shall to them, with the advice of the President and Bond Counsel, seem necessary, desirable or appropriate (their execution thereof to constitute conclusive evidence of their approval of any and all changes, modifications, additions or deletions therein from the form and content of the Indentures now before this meeting) and that from and after the execution and delivery of the Indentures, the Chairman, the Secretary, the President or the President's designees are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Indentures as executed.

Section 3. In connection with the issuance of each Series of Bonds, it will be necessary to enter into certain additional agreements, and to execute and deliver certain other documents, certificates and instruments, including but not limited to an agreement governing the compliance by the University with certain tax requirements (the "Tax Regulatory Agreement"), an agreement providing for continuing disclosure (the "Continuing Disclosure Agreement"), an agreement or agreements respecting the escrow of funds for the payment of the Refunded Bonds (collectively, the "Escrow Deposit Agreement"), an agreement specifying the terms of the purchase of the Bonds by the Underwriters (the "Bond Purchase Agreement") and other miscellaneous agreements and instruments (collectively, the "Related Documents"). Upon the completion of the Related Documents with such changes and modifications as are deemed

necessary and the approval of the Related Documents, including any such changes, by the President or his designee, the Chairman and the Secretary of the Board are hereby authorized and directed to execute each of the Related Documents. The Chairman of the Board, the Secretary of the Board and the President of the University are authorized to execute such other certificates, documents and other writings, and to take such other actions as may be appropriate to cause the Bonds to be issued and otherwise to carry out the terms and purposes of this Resolution.

Section 4. The Series 2003A Bonds shall be secured by a pledge of that portion of the general tuition and fees paid by students attending the University in each Bond Year equal to 110% of the aggregate principal and interest due on the Bonds for such bond year and on any parity bonds excluding the prior bonds pledged revenues (the "Series 2003A Pledged Revenues").

Section 5. The Series 2003B Bonds shall be secured by a pledge of the Auxiliary Revenues, meaning, as used herein, all revenues received by the University in any Bond Year from the sale of parking decals to the faculty, staff and students of the University and collection of parking meter revenues and parking fines (the "Parking Facilities Fees"), student, faculty and staff facilities recreational fees imposed by the University (the "Student Facilities Fees"), all revenues from student athletic fees, athletic ticket sales, concession income, program advertising and sales and related miscellaneous revenues (the "Athletic Facilities Fees"), and such other fees imposed by the University from time to time as may be specifically designated in a Written Request, excluding general tuition and fees paid by students attending the University (collectively, the "Series 2003B Pledged Revenues"). The pledge in favor of the Series 2003 Bonds shall be subordinate to the pledge in favor of the Prior Bonds identified in the Indenture related to the Series 2003 Bonds, but on a parity with any Additional Bonds issued pursuant to such Indenture. As used with respect to the Series 2003B Bonds, Auxiliary Revenues shall exclude revenues from the University's housing system.

Section 6. A Preliminary Official Statement has been submitted to this meeting of the Board, and the Board hereby approves the use of the Preliminary Official Statement and final Official Statement, and the same hereby are in all respects authorized, approved and confirmed, and the use of the Preliminary Official Statement and final Official Statement in connection with the sale of each series of Bonds is hereby in all respects authorized, approved and confirmed, and the Chairman, the Secretary, the President or the President's designee be and hereby are authorized, empowered and directed to execute and to deem final the final Official Statement in the name and on behalf of the Board with such changes, modifications, additions or deletions therein as shall to them seem necessary, desirable or appropriate (execution thereof to constitute conclusive evidence of the Board's approval of any and all changes, modifications, additions or deletions therein from the form and content of the form of Preliminary Official Statement now before this meeting) to be delivered for use in connection with the sale of each Series of Bonds, and the Chairman, the Secretary, the President or the President's designee are hereby authorized, empowered and directed to do all such acts and things necessary to carry out and comply with the provisions of the final Official Statement.

Section 7. The Board hereby ratifies the engagement of Jack, Lyon & Jones, P.A., Little Rock, Arkansas as Bond Counsel ("Bond Counsel"), and Stephens Inc., Little Rock, Arkansas and Bank of America Securities, LLC, as Underwriters ("Underwriters").

Early Retirement of 1965H and 1967A Bond Issues - Mr. Paul McLendon presented the following item and responded to questions from Board members:

The administration has reviewed the debt reserve requirements for all outstanding housing issues and has determined that sufficient funds are available to place an early call on the remaining bonds for the 1965 and 1967 housing issues and to maintain the reserve requirement for other housing issues.

The current rate of return that the trustee is receiving on the debt service reserve funds is less than 1.5% and the interest rate being paid on the remaining bonds is 3%. The early retirement of the bonds will release approximately \$186,000 in annual debt payments and provide financial flexibility as the University considers the purchase of the Mansard apartment complex.

For the fiscal year 2003-04 the University requests that the debt service budget for the 1965 and 1967 issues be transferred to improving the technology infrastructure of the residence halls. This improvement will allow the university to add the ports required to keep up with the increased housing capacity and to provide the residents with faster access on the internet. The estimated cost of the technology improvements for the housing department will be approximately \$180,000.

Following discussion, the following resolution was unanimously adopted upon motion by Dr. Stanton with a second by Mr. Erstine:

"BE IT RESOLVED: THE BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO NOTIFY THE TRUSTEE THAT THE UNIVERSITY INTENDS TO CALL THE REMAINING 1965 AND 1967 HOUSING ISSUES AND THAT THE ADMINISTRATION IS AUTHORIZED TO REALLOCATE THE 2003-04 DEBT SERVICE BUDGETS RELATED TO THE ABOVE ISSUE TO MAKE NEEDED TECHNOLOGY IMPROVEMENTS OF APPROXIMATELY \$180,000."

Expansion of TIAA-CREF Loan Provision - President Hardin presented the following item and responded to questions from Board members:

The university previously established a loan provision, as authorized by federal regulations, within the university's Alternate Retirement Plan with TIAA-CREF. The loan provision allows employees to borrow from their Supplemental Retirement Accounts (SRA's) at very reasonable rates and terms. In the four years the loan provision has existed, the university and TIAA-CREF have not experienced problems with excessive or abusive use of the program.

In an effort to provide greater flexibility for employees, it is recommended that the loan provision be expanded to include the regular TIAA-CREF defined contribution retirement accounts. With the expansion, employees will be able to borrow from their vested retirement accumulations within the same limits and restrictions as currently applied to SRA loans.

Maximum loan amounts and procedures are subject to the specific terms of the funding vehicle and IRS limitations. Within those guidelines loans will be limited to the lesser of forty-five (45%) percent of the participant's total accumulations or \$50,000.

The university's Fringe Benefits Committee has reviewed and recommended expansion of the loan provision.

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

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE EXPANSION OF THE TIAA-CREF LOAN PROVISION TO INCLUDE REGULAR VESTED RETIREMENT ACCOUNTS WITHIN THE DEFINED CONTRIBUTION ALTERNATE RETIREMENT PLAN."

Faculty Handbook Revisions - President Hardin expressed his appreciation to Tom Courtway and Becky Williams for their work on the *Faculty Handbook*. At President Hardin's request, Mr. Courtway presented the following item, summarized the proposed revisions, and responded to questions from Board members.

A major issue in the negotiations with the Faculty Senate for removal of censure was the modification of certain provisions of the *Faculty Handbook* to bring it into compliance with AAUP guidelines. As the result of negotiations with the Faculty Senate, the university has to make changes in the following areas:

- A revised statement on shared governance;
- Revision of the handbook description of Academic Freedom;
- Clarification of the role of the Council of Deans in the promotion and tenure process;
- Revision of the composition of the Faculty Grievance Panel;
- Revision of the provisions regarding dismissal of tenured faculty for other than Financial Exigency or Phasing out of a Program;
- Adoption of the due process guarantees for all non-tenure track faculty; and
- Revision of the provisions for expiration of a Term Appointment.

Therefore, the President recommends to the Board of Trustees the following resolution:

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES FOLLOWING REVISIONS TO THE *FACULTY HANDBOOK*."

Faculty Handbook Revisions:

FACULTY POLICIES, PROCEDURES, AND GUIDELINES

I. A. Academic Freedom

A faculty member is entitled to freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; research for pecuniary return, however, should be based upon an understanding with the university administration.

A faculty member is entitled to freedom in the classroom in discussing the subject material of the course, but care should be taken in introducing controversial matters that have no relation to the subject.

The university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When speaking or writing as a citizen, or when expressing views on professional matters, the teacher should be free from institutional censorship or discipline, but the teacher's special position in the community imposes special obligations. As a person of learning and an educational officer, the faculty member should remember that the public may judge the profession and the institution by the faculty member's utterances, and should make every effort to indicate that the faculty member is not a voice for the institution.

All grievances that fall within the parameters of academic freedom (as defined above) will be submitted to the Academic Freedom Committee for consideration. (See the provisions later in this *Faculty Handbook* setting for the time period in which to file such academic freedom grievances, and the procedure for their consideration by the Academic Freedom Committee.)

B. Governance

The University subscribes, in policy and practice, to high standards of shared governance, as more particularly set forth in this *Faculty Handbook*. The variety and complexity of tasks performed by institutions of higher learning produce an interdependence among the Board of Trustees, the administration, faculty, and students. The faculty has primary responsibility for advice and recommendation in such fundamental areas as curriculum, research, faculty status, and those aspects of student life which relate to the educational process. Responsibility for faculty status includes appointments, promotions, the granting of tenure, and termination. Advice and recommendations in these matters are made by faculty action through established procedures outlined in this *Faculty Handbook*.

II. B. Library Faculty

Faculty librarians have the right to choose with the initial appointment whether to accept tenure-track or non-tenure-track status. 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. Ranks for library faculty include:

[no further changes in II. B.]

II. C. Faculty Personnel: Non-tenure-track

1. The university recognizes that there are specific and limited conditions that justify special appointment to non-tenure-track positions. Non-tenure-track faculty may be hired for circumstances including, but not limited to, those enumerated below:

a. To temporarily replace tenured or tenure-track faculty on sabbaticals, leaves of absence, or who are ill;

b. To meet temporary increases in enrollment;

c. For graduate assistants as part of their professional preparation;

d. To meet special programmatic needs of a department of the university. When a determination is made to increase the number of non-tenure track positions in a department the procedure shall be as follows. The decision to increase the number of non-tenure track positions in a department shall be made based upon the recommendation of the department chair to the dean of the college. This recommendation shall then be provided to the provost by the dean. If the provost concurs, the written recommendation of the provost shall be provided to the president with a copy also provided to the president of the Faculty Senate. The Faculty Senate shall have five (5) days in which to provide its written recommendation to the president. After receiving all comments under this provision, and the views of the Faculty Senate, the decision shall be made by the president in consultation with the provost.

e. For visiting professors; or

f. For contract researchers who do not engage in classroom instruction.

Faculty personnel selected to serve in specified non-tenure-track assignments may be appointed on either a semester or academic year basis. The appointment may be either for part-time or full-time work. Non-tenure-track appointments may be renewed on an annual basis.

2. The appointments of non-tenure-track faculty, like those of tenured and tenure-track faculty members, may be terminated for cause prior to the expiration of the original contract period.

3. Non-tenure-track faculty may be appointed to tenured or tenure-track faculty status, in accordance with the needs of the university. The searches will conform with departmental, college, and university search and selection procedures as well as equal opportunity/affirmative action policies. The time a faculty member serves in a full-time, non-tenure-track appointment may at the discretion of the university be considered as part of the probationary period for those who are subsequently placed on a tenured or tenure-track faculty appointment. Any credit toward fulfilling the probationary period must be stated in the initial letter of appointment to tenure-track faculty status.

4. All full-time, non-tenure-track faculty at UCA will be eligible for consideration with respect to merit raises, travel funds, operating funds, grant awards, and other funding.

II. E. Non-Tenure-Track, Multi-Year Appointments (Board Policy #302)

For appointments made prior to the ninth day of May, 2003, the university offered three-year, non-tenure-track appointments for twelve- and nine-month faculty positions consistent with the conditions outlined in this policy. The offer of a multi-year appointment was in lieu of a tenure-track appointment. The use of such appointments allows for flexibility in the development of faculty composition and structure needed to address the mission of the university in a manner that supplements, rather than supplants, the use of tenure-earning and tenured appointments. As of the date above, this policy was rescinded by action of the University's Board of Trustees, and on such date the Board of Trustees also adopted a policy concerning faculty in "302 status" on that date. (For information on this matter, consult the policies of the Board of Trustees.)

V. Expiration of Term Appointment

A. Upon expiration of a term appointment, whether tenure-track or non-tenure-track, the employee is a free agent to whom the university has no obligation. The university may at its discretion, reappoint the employee to the same or a different position. Non-reappointment does not necessarily carry any implication as to the quality of the employee's work, conduct, or professional competence.

B. When a faculty member is not to be reappointed upon the expiration of the term of the appointment, written notice will be provided to the faculty member, by either the department chair or the dean of the college, as follows:

1. For tenure-track faculty members:

a. not later than March 1 of the first academic year of service; or, if

an initial one-year appointment terminates during an academic year, at least three months in advance of termination;

b. not later than December 15 of the second academic year of service; or, if the second year appointment terminates during an academic year, at least six months in advance of termination; and

c. at least twelve months before the expiration of an appointment after two or more years of service.

2. For non-tenure-track faculty members:

a. not later than March 1 of the first academic year of service; or, if an initial one-year appointment terminates during an academic year, at least three months in advance of termination;

b. not later than December 15 of the second academic year of service; or, if the second year appointment terminates during an academic year, at least six months in advance of termination; and

c. at least twelve months before the expiration of an appointment after four or more years of service.

Notwithstanding the notice provisions above, the appointments of tenure-track as well as non-tenure-track faculty may be terminated for cause prior to the expiration of the original contract period.

C. If a faculty member alleges in writing to the president, within ten working days of the receipt of written notice of non-reappointment, that considerations violative of academic freedom significantly contributed to the decision, the allegation will be referred to the Academic Freedom Committee.

VIII. D. The University Level

1. Provost

The provost will receive each file and will determine which candidates will be recommended to the president. The determination shall be that of the provost, although if the provost has questions concerning the candidate, the provost may consult with the Council of Deans. Recommendations for promotion will be placed in priority order. In addition to and exclusive of individual qualifications and performance, consideration must be given to significant institutional budgetary considerations and programmatic needs. In cases where significant institutional budgetary concerns or compelling programmatic needs may limit the number of faculty from a department to be granted tenure in a given year, the provost will give the departmental faculty the opportunity to rank its candidates.

2. President and Board of Trustees

The president shall receive the report and recommendations of the provost, and when applicable, the university tenure appeals committee and the university promotion appeals committee. The president makes the final decision on each applicant and reports all positive decisions to the board. The Board of Trustees confirms those recommended for tenure by the president. The board does not address cases in which tenure is denied by the president. The president also provides notification to each candidate

3. Tenure is granted by the Board of Trustees upon the recommendation of the president. No other person shall have any authority to make any representation concerning tenure appointment.

XII. Early Tenure Recommendation

The university may grant an initial appointment with tenure in a department in cases of exceptional individual merit and professional accomplishment subject to the following:

1. A person must have earned and hold tenure at a regionally or nationally accredited institution in a field appropriate to the appointment.

2. The approval of a majority of the tenured faculty members of the department after a meeting *en bloc*. If a majority of the tenured members of the appropriate department and the college dean approve of the tenure recommendation with the initial appointment, the provost, acting in conformity with university policy, may indicate tenure with the initial letter of appointment.

3. The provost will maintain a file and a list of all persons and their respective departments who were granted tenure with the initial letter of appointment.

XV. B. Termination Procedures for Tenured Faculty

This section sets forth the procedures which must be followed by the University in order to terminate a tenured faculty member "for cause." Termination will not be used to restrain faculty members in their exercise of academic freedom or other rights as American citizens.

The University has the burden of proving that adequate cause for termination exists. This must be satisfied by the University based upon the evidence considered as a whole presented on the question of termination of the faculty member.

1. Causes for Termination

a. Professional Incompetence: Substantial and manifest evidence of

unsatisfactory performance of faculty duties, or demonstrated incompetence in teaching or research.

b. Professional Neglect: Substantial and manifest neglect of faculty responsibilities or duties, or substantial and manifest neglect of faculty responsibilities in teaching and research.

c. Misconduct: Misconduct is either "professional misconduct" or "personal misconduct." Professional misconduct is conduct that substantially impairs fulfillment of faculty obligations; repeated failure to comply with official written directives or established university policies; dishonesty in teaching or research. Personal misconduct is conduct that substantially impairs fulfillment of faculty obligations or conduct which has a substantial impact on the member's fitness to continue as a faculty member.

2. Determination of Adequate Cause for Termination

a. Professional Incompetence

In a case of professional incompetence of a tenured faculty member, and where the faculty member has not met the provisions of plans to rectify the deficiencies identified during review processes, the department chair will notify the faculty member, in writing (no later than October 1 during the fall semester or March 1 during the spring semester), that a recommendation for termination is forthcoming. The faculty member may contest the recommendation of termination by petitioning, in writing and within five (5) working days, the departmental tenure committee to review the record and the chair's determination. Failure to provide a written request within five (5) working days will result in forfeiture of review by the departmental tenure committee and the department chair will notify the dean, in writing, of the recommendation for termination.

In cases where the departmental tenure committee is convened to consider the determination by the department chair to recommend termination, the committee will review all relevant material and provide the chair and faculty member with a written evaluation and recommendation concerning the future status of the faculty member. Upon receipt of the evaluation and recommendation, the chair may reverse his/her determination. Otherwise, the chair will forward the committee's report and his/her recommendation to the dean. The dean will provide a written recommendation to the provost, with copies to the faculty member and chair.

b. Professional Neglect and Misconduct

In a cases of professional neglect or misconduct (whether personal or professional), the chair will provide the dean with a written report and a recommendation for termination. If the dean concurs with the recommendation, the dean will provide a written recommendation to the provost with copies to the faculty member and chair.

3. Decision of the Provost; Preliminary Proceedings:

a. After receipt of the

recommendation from the dean, the Provost shall have five (5) days to make a recommendation to the President. The Provost shall meet with the faculty member informally in an attempt to reach an acceptable resolution of the issues involved.

b. If the Provost determines that the faculty member should be terminated and that formal termination proceedings should commence, the provost shall notify the faculty member, in writing. This written communication shall set forth the statement of grounds for the proposed termination. A copy of the statement of grounds shall be provided to the President.

c. If the faculty member requests it within five (5) working days after receipt of the statement of grounds, the matter shall be referred to the Faculty Hearing Committee for an informal, non-binding review. The failure of the faculty member to timely request the informal review shall result in a waiver of such informal review.

d. The informal, non-binding review shall not take more than ten (10) days. The Faculty Hearing Committee shall determine whether or not, in its view, formal proceedings shall be instituted to consider the individual's termination. It shall notify the President, the Provost and faculty member, in writing of its conclusion.

e. If the Faculty Hearing Committee recommends that formal termination proceedings should be commenced, or if the President determines that a formal termination proceeding should be commenced based upon the Provost's recommendation (notwithstanding the Faculty Hearing Committee's informal review), then formal termination proceedings shall be commenced according to the procedures which follow.

4. Formal Termination Proceedings

a. Formal proceedings to terminate a faculty member shall be instituted by a written communication to the faculty member from the President.

b. This formal communication shall set forth (1) the statement of grounds for termination, and (2) notify the faculty member that if he or she so requests in writing, within the appropriate time period, a formal appeal may be made and a hearing held to consider whether his or her employment by the University shall be terminated. This written communication shall be dated, and may either be hand delivered to the faculty member, or sent by certified mail, return receipt requested, to the member's address on file with the provost. The date of the letter shall be deemed to be the date such notice is given.

c. The time period in which the faculty member has to file an appeal of the formal decision to terminate such member is ten (10) days from the date of the notice from the President.

d. The appeal by the faculty member is to the Faculty Hearing Committee. In order to utilize the appeal process, the faculty member shall give notice, in writing, to the President, within the time period above, that such member desires to appeal the formal notice of termination. The written appeal must also contain an answer to the statement of grounds, and the challenge to the termination shall be based upon one of the following:

(1) Determinations of cause in this *Faculty Handbook* that are not supported by the evidence.

(2) Decisions that are arbitrary and capricious. A decision is "arbitrary and capricious" when there is no rational basis for its support.

(3) Decisions that are based on reasons that are constitutionally or statutorily prohibited, such as the faculty member's age, gender, race, national origin, religion, or condition of disability.

(4) Decisions that are the result of the exercise by the faculty member of a constitutionally protected right, such as the right to free speech or peaceable assembly;

(5) Decisions that were made after failure to comply with the proper procedures as set forth in this section. The faculty member must show that such error was a contributing factor to the decision.

e. If an appeal to the Faculty Hearing Committee is lodged, then the burden of proof in (d) (1) shall be on the university, and for those in (d) (2) through (d) (5), the burden of proof shall be on the faculty member.

f. If the faculty member does not file an appeal within the time period above, the termination shall be effective as set forth in the notice from the President.

5. Hearing Procedure before the Faculty Hearing Committee:

a. Not later than five (5) days after receipt of the appeal, the President shall notify the Provost, in writing, of the appeal. The Provost shall then convene the Faculty Hearing Committee to consider the appeal.

b. Sufficient time shall be allowed to permit the individual to prepare a defense. The individual shall be informed in detail, or by reference to published regulations, of the procedural rights to which he or she is entitled.

c. At the request of the faculty member the proceedings provided for herein may be terminated at any time after the appeal has been filed. Similarly, the administration may drop the proceedings at any stage.

d. Suspension of the faculty member from normal duties or reassignment to other duties during the proceedings will occur only if an emergency exists which threatens harm to the individual, to others, or to the University. Determination of an emergency shall be made by the President. Such suspensions shall be with pay.

e. The committee shall proceed by considering, before the time of the hearing, the statement of grounds for termination already formulated and the faculty member's written response.

f. In addition to the members of the committee, only the person requesting the hearing and his or her representative, the chief executive officer of the campus and/or his or her designee, and witnesses called by the committee are permitted to attend the hearing.

g. Charges contained in the initially formulated statement of grounds for termination may be supplemented at the hearing by evidence of new events occurring after the initial communication to the individual which constitute new or additional cause for termination. If such additional charges are added, the committee shall provide the faculty member with sufficient time to prepare his or her defense.

h. The President, or someone appointed by the President to attend on behalf of the administration, shall have the option to attend or not to attend the hearing, and he or she may also designate an appropriate representative to assist in developing and presenting the case.

i. The faculty member shall have the aid of the committee when needed in securing the attendance of witnesses. The faculty member, or his or her representative, and the representative of the administration, or his or her designated representative shall have the right within reasonable limits to question all witnesses who testify orally.

j. The committee shall determine the order of proof and shall supervise the questioning of witnesses. Strict rules of judicial evidence shall not apply.

k. The committee will use its best efforts to provide an opportunity for those involved to confront all witnesses, but where this cannot be achieved despite the efforts of the hearing committee, the identity of such non-appearing witnesses, and any written evidence they may have furnished, shall be disclosed to all interested parties during the hearing.

l. Subject to these safeguards, written statements may, when necessary, be taken outside the hearing and reported to it. All of the evidence shall be duly recorded. Formal rules of court procedure need not be followed, but the committee shall exercise reasonable efforts to protect the rights of the parties in the reception of evidence.

m. The committee shall formulate its recommendation in private, on the basis of the hearing. Before doing so, it shall give opportunity to the individual and a representative of the university to make oral statements before it. If written arguments are desired, the committee may request them. The committee shall proceed to arrive at its recommendation promptly without having the record of the hearing transcribed when it feels that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing. It shall make explicit findings with respect to each of the grounds for termination presented.

n. A copy of the record of the hearing and the recommendations of the hearing committee shall be furnished to the President for decision, and copies shall be provided to the faculty member.

o. Not later than ten (10) days after receiving the committee's recommendation, the President shall make a decision and notify the faculty member, in writing.

6. Appeal to the University's Board of Trustees:

a. If the faculty member disagrees with the President's decision, the faculty member shall have a right of appeal to the University's Board of Trustees. In order to appeal the President's decision, the faculty member must provide written notice to the President of the appeal not later than five (5) days after the date of the President's decision.

b. In such event, the President shall transmit to the Board of Trustees the full report of the hearing committee, and state the President's reasons for the termination and his or her decision.

c. The review by the Board of Trustees shall be based on the record of the hearing before the Faculty Hearing Committee, the recommendation of the President and also provide the opportunity for an oral or written statement or presentation by the faculty member and a representative of the University. Any such oral presentations shall be made under conditions as the Board of Trustees may determine. The decision of the Board of Trustees on review shall be final. It shall be communicated to the President, and through the President, to the faculty member involved.

7. Terminal Compensation

a. In the event the faculty member is terminated for cause due to professional incompetence, the faculty member shall receive compensation for a period of twelve months from the date of the formal notice of termination proceedings. This terminal pay, however, is expressly conditioned upon the faculty member's continuing teaching and instruction for the University in the same capacity, if the University determines that the such member's continued instruction for the remaining period is warranted by the circumstances.

b. If a faculty member is terminated for cause due to professional neglect or misconduct, then, at the discretion of the University or the Board of Trustees, the salary of the faculty member may be paid for a period not to exceed twelve months from the date of initiation of formal proceedings. Determination of whether the faculty member is relieved of teaching duties, appointments and privileges shall also be at the discretion of the University.

c. If the faculty member prevails in the process (either by decision of the President or the Board of Trustees), then such member shall be reinstated, with pay.

XVI. Procedures relating to Non-renewal of appointment or the Termination of Non-tenure Track Faculty Members with more than Seven (7) years of service

This section applies to non-tenure-track faculty members who have completed more than seven (7) years of continuous, full-time service to the University. It is adopted in recognition of the continued service by such faculty members to the University. Any faculty member covered by this section shall be notified in writing that such faculty member is covered under the terms of this provision of the *Faculty Handbook*. It is designed to provide certain due process rights when a faculty member covered under this section does not have his or her appointment renewed, or when the university determines to terminate the faculty member. This section does not imply, nor shall it be interpreted, to grant tenure to such member, or constitute a contract of employment. No action of the University in connection with the non-renewal of an appointment or the termination of a non-tenure track faculty member shall violate any provision of state or federal law .

A. Non-renewal of Appointment:

1. The University may determine not to renew the appointment of the non-tenure track faculty member for budgetary, programmatic or other reasons relating to the overall needs of the institution (for example, a decline in enrollment; the cancellation of a program or course of study; a decline in funding; a change in the number of tenured or tenure-track faculty positions in a department; or the conversion of the position to a tenure-track position). A programmatic reason shall not be the replacement of one non-tenure track faculty member with a new non-tenure track faculty member performing the same or substantially the same teaching responsibilities within a department. The decision not to renew the appointment under this provision is made by upon the recommendation of the department chair and dean to the provost. The provost shall then notify the faculty member of the non-renewal of the appointment. No appeal rights exist for the faculty member whose appointment is not renewed under this provision, except for allegations involving academic freedom. In cases where more than one person in a department is not to be renewed due to reasons set forth herein in the same year, all factors shall be considered, including but not limited to, such faculty member's length of service to the University, departmental needs, as well as overall performance as a faculty member.

2. A non-tenure track faculty member whose re-appointment is not renewed under this provision shall be provided with written notice of such non-renewal at least twelve months in advance.

B. Termination: A non-tenure track faculty member covered under this section may be terminated for adequate cause.

1. Adequate cause for termination of a faculty member under this section may be established through demonstration by the University, based upon a the evidence considered as a whole, of such member's unsatisfactory performance of faculty responsibilities or for misconduct.

a. Unsatisfactory performance of faculty responsibilities means substantial and manifest evidence of unsatisfactory performance, or neglect or incompetence in teaching or faculty duties.

b. Misconduct means either personal or professional misconduct that impairs fulfillment of faculty obligations; failure to comply with official written directives or established university policies; or dishonesty in teaching or professional endeavors.

2. Procedures for Termination: The procedures for the termination of a non-tenure track faculty member covered under this section shall be the same as that for tenured faculty members (as set forth earlier in this *Faculty Handbook*), but with the following exceptions:

a. The decision of the President shall be final and binding. The President's decision may not be appealed to the Board of Trustees; and

b. If the faculty member is terminated for unsatisfactory performance of faculty responsibilities, the faculty member will receive a regular salary through the semester in which the termination notice was given. If the termination is due to misconduct, the faculty member's salary shall cease upon the notice of termination from the provost. If the faculty member prevails and the decision of the President is not to terminate the faculty member, such person shall be re-instated with pay.

C. Other Matters: The University complies with all federal and state laws concerning non-discrimination in the areas of race, gender, disability or other matters, and non-renewal or termination shall not violate any of the foregoing laws. In addition, as set forth in Section V C, if the faculty member alleges that violations of academic freedom contributed significantly to the decision not to renew the appointment, the matter shall be referred to the Academic Freedom Committee.

XVII. Procedures for Other Faculty Grievances and Appeals

The provisions of this section shall apply to any type of faculty grievance or appeal other than those dealing with terminations covered under Sections XV and XVI of this *Faculty Handbook*.

1. A faculty member (hereinafter a "grievant") having a grievance or appeal to be submitted to the Faculty Grievance Panel, the Academic Freedom Committee, or the tenure or promotion appeals committees should first ensure that an attempt has been made to resolve the dispute through the administrative process. The grievant should first schedule a conference with his or her immediate supervisor as soon as possible after the alleged violation or grievance has occurred. Should the dispute remain unresolved, the grievant should pursue a satisfactory resolution with each of his or her on-line supervisors through the office of the provost. The grievant may initiate a formal grievance action or appeal only after these administrative remedies have been exhausted. (See procedures governing sexual harassment complaints).

2. The time to file a grievance or appeal under this section shall be not later than thirty (30) days after (a) the alleged violation or grievable matter has occurred, or (b) the grievant (in the exercise of due diligence) could have discovered the grievable matter occurred.

Notwithstanding the time period set forth, however, if other provisions of this *Faculty Handbook* set forth a specific deadline, then those deadlines shall apply.

Failure to file a grievance or appeal in a timely manner shall result in the dismissal of the grievance or appeal.

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3. The grievant will submit to the university president a written statement, within the deadlines above, that will include the factual basis for the complaint, the individual(s) against whom the grievance is lodged, a reference to the provision of the *Faculty Handbook* that gives the committee jurisdiction, a reference to the university policies and procedures involved, and a statement of the relief sought.

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4. The president will present to the committee a copy of the written statement of the grievant, and give to the committee a charge of its responsibility. The written statement of the grievant and all of the deliberations of the committee should be kept confidential.

5. Should the committee determine that the statement does not provide sufficient information or that, based upon the statement, the committee has no jurisdiction to hear the complaint, the complaint will be dismissed.

6. The appropriate committee shall be formed in accordance with the provisions of this *Faculty Handbook*. The committee shall be formed not later than ten (10) days after the formal written statement is received by the President. The grievant and persons who are the subject of the grievance shall both be notified of the members of the committee. During the pendency of the grievance or appeal neither the grievant nor the persons (s) subject to the grievance or appeal shall contact or otherwise communicate with any member of the committee on the subject matter of the grievance or appeal. Persons selected to serve on the committee who deem themselves disqualified for bias or interest may request recusal from the matter. A decision as to whether a request for recusal, for cause, is approved shall be determined by a majority vote of the committee at its initial meeting. Additionally, not less than three (3) days prior to the hearing, the grievant and person(s) charged with infringing the rights of the grievant, each may challenge, without stated cause, a maximum of two (2) persons each to serve on the committee.

7. The committee will hold an initial organizational meeting, not later than one week after the committee is formed. The committee shall conduct such preliminary matters as it deems necessary to hold the hearing in an orderly and fair manner. The committee will determine the number of members necessary to constitute a quorum for the transaction of business, provided that a quorum shall not be less than a majority of the members on the committee. Decisions must be reached by a majority vote of the members present. The number of yes, no, and abstention votes will be recorded, without designating the person who cast each vote.

8. After the committee considers the written complaint, the grievant and the person(s) charged with infringing the rights of the grievant will be invited to make written and oral presentations to the committee. The committee may solicit any and all necessary and relevant evidence it deems appropriate, written and oral, and shall accept documentation from both the grievant and person(s) charged with infringing the rights of the grievant, if offered. All responsibility for questioning witnesses, securing evidence, and determining the order of proof will be vested in the committee.

9. Strict judicial rules of evidence shall not apply.

10. The grievant and person(s) charged by the grievant may be accompanied by an advisor or attorney, but this person will only function in an advisory capacity. The advisor or attorney will not address the committee. The general counsel may also be present, but shall only act in an advisory capacity to the committee.

11. The grievant and person(s) charged by the grievant will have the right to be present at any time testimony is presented and to secure copies of all evidence considered by the committee. The grievant and person(s) charged by the grievant will not have the right to cross-examine witnesses.

12. A written record of the minutes of the proceedings and the recommendations of the committee will be presented to the president within forty-five (45) working days from the initial filing of the grievance with the president unless a longer period of time is needed due to unforeseen circumstances. An extension of the forty-five (45) day period must be approved by the president. For purposes of this paragraph, "working days" will mean any day during the fall or spring term in which the university is open for instruction.

13. A copy of the minutes and the recommendation of the committee will be presented to the grievant and the person(s) charged by the grievant.

14. The President's decision will be communicated, in writing, to both the grievant and persons charged by the grievant not later than ten (10) days after receipt of the committee's recommendation. No appeal shall lie from the President's decision.

XXII. Faculty Personnel File

It is the position of the university that when any written information or material concerning a faculty member is placed in such member's personnel file, the faculty member will be notified by the Office of the Provost. The notification shall be in writing, and shall include a copy of the information placed in the file. The faculty member will be provided with a period of twenty (20) days from the date of the written notice in which to respond to the provost, in writing, concerning the matter placed in the file.

UNIVERSITY STANDING COUNCILS AND COMMITTEES

Faculty Handbook Committee

There shall be a standing committee known as the Faculty Handbook Committee. The

committee shall be composed of (i) the Provost (or an Associate Provost designated by the Provost), (ii) the President of the Faculty Senate, and (iii) one tenured faculty member from each college of the University selected by the tenured faculty from such college. The Vice President for University Relations, the Director of Human Resources and the General Counsel of the University shall also be members of the Faculty Handbook Committee, but shall not have a vote.

The charge of the Faculty Handbook Committee shall be to (a) review the *Faculty Handbook*, (b) accept and consider suggestions for changes, and (c) recommend any revisions, modifications or amendments to the President. Suggestions for the improvement of the *Faculty Handbook* shall be made in writing and directed to the Office of the Provost. The committee shall meet in the month of January each year, and may meet at such other times as the Provost may determine. Each member shall be provided with reasonable advance written notice of the date, time and place of each meeting, and be provided with drafts of any proposed changes for consideration at the meeting. Any proposed revisions or amendments to this *Faculty Handbook* shall be voted upon by the committee. Such revisions or recommendations shall be forwarded to the Faculty Senate for its review and recommendations. The revisions and the advice of the Faculty Senate on such revisions shall then be forwarded to the President.

I. Reporting to President

I. Faculty Grievance Panel

3. Membership:

The panel will consist of two tenured faculty members from each college, elected for staggered two-year terms. Such persons shall not hold the position of dean, assistant dean, department chair, or comparable administrative position. Committees selected from the panel shall consist of five (5) persons.

a. Faculty shall be selected by each college at the beginning of the fall term.

b. Persons from the department of either the grievant or the person against whom the grievance is filed will be ineligible to serve on the committee.

c. The committee hearing the grievance shall elect its own chair who retains a vote.

In the case of an appeal alleging race, age, gender, national origin, or disability discrimination, the affirmative action equal employment officer will sit on the panel as a non-voting *ex officio* member.

II. Reporting to Provost

A. Council of Deans

2. Responsibilities

a. To review and recommend to the president new curricula, program revisions, degree requirements, and academic standards recommended by the undergraduate, graduate, and general education councils.

b. To coordinate all academic matters to the end that the objectives of the total institution are achieved.

c. To develop an equitable distribution of academic resources that reflect university goals and objectives and to make funding recommendations to the president for the various colleges and support areas.

e. To recommend to the president procedures for the appointment of academic personnel and procedures for determining promotion and tenure.

II. R. Library Committee

1. Charge: Faculty members of the library committee advise the dean of the library on matters of general library policy. Student members advise the committee on any library matters that are of particular concern to the student body. Members' reports to colleagues in the respective colleges serve to maintain a flow of ideas and opinions between the faculty and the library staff. They advise on the allocation of funds to alleviate deficiencies in the specific subject areas. The tenured members of the Library Committee serve as the college tenure and promotion committee for library faculty.

2. Membership: The committee consists of the dean of the library, who will serve as chair, one undergraduate student appointed by the associate provost and dean of undergraduate studies, one graduate student appointed by the associate provost and dean of the graduate school, and one tenured faculty member from each college appointed by the Faculty Senate to serve rotating terms. The library committee will select one of its members to serve as secretary.

EXECUTIVE SESSION

Executive session for the purpose of considering and discussing personnel matters, was unanimously declared upon motion by Mr. Sims with a second by Dr. Stanton.

OPEN SESSION

Open session was declared by Mr. Harding.

Dr. Stanton moved that the resolution regarding personnel matters and the personnel list be approved. Dr. Stanton also moved that Mr. Vance Strange be named UCA's director of athletics effective June 15, 2003. The motion was seconded by Mr. Sims and passed unanimously.

Mr. Harding congratulated Mr. Strange and welcomed him as director of athletics. At Mr. Harding's invitation, Mr. Strange addressed the Board and expressed his appreciation for the opportunity.

Following is the resolution regarding personnel matters mentioned above:

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING ADJUSTMENTS, ADJUSTMENTS FOR SUMMER RESEARCH STIPENDS, ADJUSTMENTS/APPOINTMENTS FROM GRANT FUNDS/RESTRICTED GRANT FUNDS, APPOINTMENTS, PROMOTIONS, TENURE, SABBATICALS, RESIGNATIONS AND/OR NON-REAPPOINTMENTS, RETIREMENTS, AND REAPPOINTMENTS, PROVIDED HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE."

(Personnel list is on file in the President's Office.)