

The Board of Trustees of the University of Central Arkansas convened in regular meeting Tuesday, August 26, 2003, at 2:00 p.m. in Brewer-Hegeman Conference Center 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 May 9, 2003, Board meeting and July 16, 2003, teleconference Board meeting were unanimously approved as circulated upon motion by Mr. Sims with a second by Mr. Roussel.

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### **INTRODUCTIONS**

President Hardin introduced the following individuals:

Carl Frederickson - President of Faculty Senate;  
Jonathan Glenn, Interim Dean - College of Fine Arts and Communication;  
Paul Hamilton, Associate Dean - College of Natural Sciences and Mathematics;  
Jeff Young, Chair - Department of Art;  
Michael Casey, Chair - Dept. of Economics, Finance, and Insurance and Risk Management;  
Jay Ruud, Chair - Department of English;  
Michael Mitchell, Chair - Department of Military Science;  
John Lowe, Chair - Department of Speech-Language Pathology;  
Brooks Green, Interim Chair - Department of Geography;  
Don Whistler, Interim Chair - Department of Political Science;  
Bill Bandy, Interim Chair - Department of Physical Therapy;  
Steve Runge, Interim Chair - Department of Biology;  
John Gale - Director of University College.

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## **PRESIDENT'S REPORT**

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**Name Change from Division of Continuing Education to Division of Academic Outreach and Extended Programs** - The role of the Division of Continuing Education has expanded in the last few years. Outreach has become a significant part of the mission for the division. In response to market trends, alternative undergraduate and graduate course delivery methods have been developed, along with a broad range of professional development and training services.

To more accurately reflect the scope of the division, a name change has been recommended. The Division of Continuing Education is now the Division of Academic Outreach and Extended Programs.

**Change of Date for October Board Meeting** - President Hardin has been invited to discuss UCA's recent removal of censure at the American Association of University Professors' national conference on October 10, 2003. Therefore, our regularly scheduled Board meeting has been rescheduled for October 3 to allow President Hardin to speak at this important conference.

**The Arkansas Higher Education Coordinating Board** will meet on the UCA campus October 23 and 24, 2003.

**Enrollment** - Enrollment figures indicate a total of approximately 9600 students, an increase of 11 to 12%. This is the largest increase in the history of UCA, and the second largest freshman class in the history of Arkansas higher education.

President Hardin reported on challenges resulting from the enrollment increase, (i.e., class size, parking, and food service). President Hardin complimented the faculty on handling the increases in class size.

President Hardin stated that he now plans to concentrate on recruiting transfer students and will continue with UCA's marketing campaign.

**The First Football Game of the Season** will be played against Abilene Christian at 7:00 p.m. September 4 in Estes Stadium.

**Capital City Classic** - The inaugural event in a four-game series between the UCA Bears and the UAPB Lions, is scheduled for Thursday, September 11, 2003, at War Memorial Stadium in Little Rock. Pre-game activities will begin at 6:30 p.m. This event, which falls on the anniversary of terror attacks on the United States, will honor Arkansans in service, including military, police, fire, Red Cross, and veterans.

## ACTION AGENDA

**Student Withdrawal and Refund (Board Policy No. 612)** - This item was presented by Paul McLendon, Vice President for Financial Services.

The current withdrawal and refund policy was developed when students went through a single registration process. Most students now register electronically or through advisors months before classes begin. The university sees a need for a longer period to make changes as requested by the students and to make corrections due to a student's non-completion of registration requirements.

The 100% refund has been expanded to allow students an adequate period to cancel their classes or to make changes in their class schedule without incurring a charge and allows the administration to make a more accurate accounting of students actually enrolled and attending by the 11<sup>th</sup> class day for review by the Division of Legislative Audit.

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

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE FOLLOWING CHANGES IN BOARD POLICY 612, ‘STUDENT WITHDRAWAL AND REFUND,’ EFFECTIVE FALL 2003.”**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 612

Subject: Student Withdrawal and Refund

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Date Adopted: 12/84 Revised: 10/92, 5/99

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The Board of Trustees adopts the refund policy to become effective with ~~May Intersession 1999~~ **the Fall 2003 semester.**

### Withdrawals and Refunds

**For this policy, Monday through Friday classes are considered regular class days. The refund period starts on the first regular class day for each semester, term or intersession.**

~~Students who officially withdraw from the university before the first day of classes for all terms will receive a 100% refund of registration and mandatory fees:~~

### Fall and Spring Semesters

~~Students who officially withdrawing from the university or making schedule adjustments by 4:00 p.m. on the 3<sup>rd</sup> Friday of classes will receive a refund as follows: before the sixth regular class day for the fall and spring semesters will receive a 100% reduction in the their charges for registration and mandatory fees as reflected on their account, if applicable.~~

**Students who officially withdraw from the university or make schedule adjustments after the fifth regular class day but before 4:00 p.m. on the fifteenth-day of classes will receive a reduction in the charges for registration and fees as reflected on their account as follows:**

Withdrawals - Registration and mandatory fees, **if applicable**, will be ~~refunded~~ **reduced by 75%.**

Schedule adjustments - ~~Beginning the first day of classes~~, Students may be entitled to a 75% ~~refund~~ **reduction in registration and mandatory fees, if applicable, based on** ~~of~~ the difference in the cost of the original class enrollment and **the modified final** ~~final~~ class enrollment ~~after adjustment~~.

Refunds **that total** of less than \$5.00 will not be granted.

The Post Office box rent is not refundable.

## 10-Week, Intersession and Summer Terms

Students ~~who officially withdrawing from the university or making schedule adjustments by 4:00 p.m. on the first Friday of classes will receive a refund as follows:~~ ~~before the third regular class day for the 10-week, intersessions, and summer terms will receive a 100% reduction in the charge for registration and mandatory fees as reflected on their account, if applicable.~~

~~Students who officially withdraw from the university or make schedule adjustments after the second regular class day but before 4:00 p.m. on the fifth day of classes will receive a reduction in the charges for registration and fees as reflected on their account as follows:~~

~~Withdrawals - 75% of Registration and mandatory fees, if applicable, will be refunded~~ ~~reduced by 75%.~~

~~Schedule Adjustment - Beginning the first day of classes, Students may be entitled to a 75% refund~~ ~~reduction in registration and mandatory fees, if applicable, based on~~ ~~of the difference in the cost of the original class enrollment and~~ ~~the modified final class enrollment after adjustment.~~

~~Refunds that total~~ of less than \$5.00 will not be granted.

The Post Office box rent is not refundable.

To meet the requirements of the Higher Education Amendments of 1998, any student who is either attending or withdrawing from the university, and is in receipt of Title IV funds: i.e., Federal William D. Ford Direct loans, Federal Perkins loans, Federal Stafford loans, Federal PLUS loans, Federal Pell grants, Federal Supplemental Educational Opportunity grants, and Federal College Work Study will, when eligible, be entitled to refunds as prescribed under the federal regulations governing these funds.

~~All other students who withdraw from the university, any undergraduate students or who drops classes below full-time status or any graduate student who drops hours during a semester, intersession, or a summer term, may receive a reduction in charges~~ ~~be entitled to refunds, if eligible, according to the "current" column below~~ ~~this policy.~~

Room and board may be adjusted/refunded for all students on a weekly basis according to the provisions of the housing contract.

~~Refunds that total~~ of less than \$5.00 will not be granted.

~~A student may appeal the reduction of charges made by the student accounts department to the student refund committee. The student refund committee will make a recommendation, based on their review of the case, to the vice president for financial services, who will consider the committee's recommendation and provide a written decision to the student.~~ \_\_\_\_\_

~~Adjustments/refunds in amounts other than those mentioned above may be allowed under certain circumstances if approved by the president, or provost, or their designees.~~

**Fee Waiver - Employees (Board Policy No. 623)** - Paul McLendon presented this item and responded to questions from Board members.

Board Policy No. 623, which provides for the fee waiver discount to benefits eligible employees, their spouses and dependents, currently imposes a one-year waiting period before this fringe benefit becomes available. This waiting period was adopted by the Board in May 1998. The current administration has re-evaluated this issue and now proposes the elimination of the waiting period. The administration believes that this change will have no adverse financial impact on the institution.

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

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING REVISIONS TO BOARD POLICY NO. 623, ‘FEE WAIVER – EMPLOYEES,’ EFFECTIVE WITH THE BEGINNING OF THE FALL 2003 SEMESTER.”**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 623

Subject: Fee Waiver - Employees

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Date Adopted: 4/67 Revised: 6/67, 6/68, 11/68, 11/72, 3/73, 9/75, 1/77, 8/77, 6/83, 6/84, 12/85, 4/87, 8/91, 8/91, 4/95, 6/96, 2/97, 8/97, 5/98, 10/98, 5/00, 10/02

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### Undergraduate and Graduate Registration Discount Program

As referenced in IRC Sections 117(d) and 127, UCA has established a tuition remission program for eligible employees and their spouses and dependents. The purpose of this policy is to provide guidelines for use of the fee discount program. Registration discounts are designed to support the professional educational development of UCA employees and to provide an additional opportunity for the spouses and dependents of UCA employees to attain their individual educational goals.

Costs and eligibility will be based upon the registration fee schedule in place for the semester in which the initial enrollment occurs, subject to any overall registration guides or changes adopted by the Board of Trustees. The discount on required fees applies only to the Facility fee, Co-op fee, AAGE Test fee, Student Center fee, HPER fee, Athletic fee and Fine and Performing Arts fee. The discount will not apply to any future student-initiated fees. The discount may not be used in conjunction with other University fee reductions or discounts or with other University-sponsored tuition scholarships. The discount will not apply to study-abroad programs. **However, the fee-waiver discount may be used in conjunction with state-funded scholarships (ADHE-administered scholarships) and/or with private scholarships and assistance.**

### Eligibility and Restrictions

Only courses taken for college credit qualify for the discount.

Eligibility is restricted to full-time, benefits-eligible employees and the spouses and dependent children of those employees.

~~Fee remission for employees, spouses and dependent children may not be used prior to the first regular semester or summer term following the employee's completion of one year of benefits-eligible employment.~~

The fee remission for employees, spouses, and dependent children will commence with the beginning of the next semester or term after the date of employment. For example, if an employee's hire date is October 1, their fee-remission privileges will begin at the start of the spring semester.

Fee remission for spouses and dependent children may be used in attaining only one undergraduate degree. Individuals holding an undergraduate degree from UCA or another institution may not use the remission program.

Fee remission for employees may be used in attaining only one undergraduate and one graduate degree. Individuals holding an undergraduate or graduate degree from UCA or another institution may not use the remission program in attaining a second degree at the same level. However, with review and approval of the appropriate supervisor and vice president, employees may use the fee remission program in attending courses related to the employee's current job duties or role.

### Employees

Employees may take no more than three (3) credit hours during normally assigned work hours during any one semester or summer term.

Time-off for courses taken during normal working hours must be approved through the employee's supervisor and department manager. Efforts should be made to schedule courses at times that will least interfere with heavy seasonal work loads or exceptionally busy periods of the work day. Employees may not give up their lunch-break periods to offset time away from work.

### Spouses and Children

Children must meet the IRS definition of dependent (eligible to be claimed as a dependent child for federal tax purposes) during each year of the fee remission.

For the undergraduate discount, dependent children must enroll and begin classes at UCA within thirty (30) months of their date of high school graduation.

Undergraduate degree fee discounts for dependent children remain in effect for five (5) consecutive years from the date of the initial enrollment.

Undergraduate degree fee discounts for eligible spouses remain in effect for seven (7) consecutive years from the date of initial enrollment.

Graduate degree fee discounts are not available for spouses or dependents.



## Costs

Employees, the spouses of employees, and/or the children of employees will pay an amount equal to twenty (20) percent of regular in-state registration and applicable eligible fees for undergraduate courses.

Employees will pay an amount equal to fifty (50) percent of the regular in-state registration and applicable eligible fees for graduate courses.

If an employee resigns or otherwise moves from benefits-eligible employment during a semester in which the employee, spouse and/or dependent discount is used, the employee must pay a prorated portion of the regular registration and fees represented by the period of time remaining in that semester.

### Exceptions

If an employee dies or becomes disabled (as determined by the University's disability insurer) during a semester in which the employee, a spouse or dependent is receiving the discount, the disabled employee and/or the surviving spouse and/or dependent will continue their eligibility as if that employee was still eligible and with all other guidelines and restrictions remaining.

If an employee with five (5) or more years of benefits-eligible University employment dies or becomes disabled (as determined by the University's disability insurer) prior to the date at which a dependent would otherwise become eligible for the discount, the discount will be available for that employee's dependents with all other guidelines and restrictions remaining.

The UCA Fringe Benefits Committee has reviewed and recommends the above policy. The committee recognizes that provision of a graduate fee remission is new and potential costs are somewhat unknown. Therefore, the committee also recommends continued review of the graduate remission costs with the goal of adjusting the fees to twenty percent, consistent with the undergraduate remission rate.

**Capital Projects (Board Policy No. 407)** - Paul McLendon presented this item. During discussion, President Hardin and Mr. McLendon responded to questions from Board members.

In Act 961 of 2001, the Arkansas General Assembly authorized various institutions of higher education, including UCA, to develop capital projects without being required to obtain any prior review, consultation, approval, assistance or advice from Arkansas State Building Services. However, the exempt institutions are required to develop policies and procedures with respect to bidding and construction of capital improvement projects in accordance with State law.

The proposed procedures for capital projects are intended to satisfy the requirements of Act 961.

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 HEREBY APPROVES THE FOLLOWING CAPITAL PROJECTS POLICY AS BOARD POLICY NO. 407.”**

**UNIVERSITY OF CENTRAL ARKANSAS**  
**BOARD POLICY**

Policy Number: 407

Subject: Capital Projects

Date Adopted:

Revised:

In accordance with Act 961 of 2001 the administration is seeking guidance from the Board of Trustees in development of capital project procedures and policies.

Capital Projects are defined as:

1. A project as defined by Ark. Code Ann. §22-9-101 which requires the services of an architect and/or engineer.
2. A project which requires substantial changes in the exterior facade of a structure.
3. Any new construction, real estate purchase, renovation or remodeling project, not covered in (1) or (2) above, that the President shall determine should be considered by the Board of Trustees.

All capital projects shall include a completed “Capital Project Proposal Form” that is submitted for consideration by the President, and if applicable, the Board of Trustees. The Board of Trustees review and approval is required on all capital projects where the total project cost exceeds \$150,000.

The International Building Code (1999, as amended) and the National Fire Protection Association (NFPA) codes as applicable shall be the construction standards for capital projects.

The approval process for capital projects are:

- Project concept description developed.
- Initial estimate of project costs and potential funding sources shall be developed.
- Request authority to begin process to select design professionals in accordance with Ark. Code Ann. §19-4-1701 and §19-4-1717.
- Request authority to select appropriate delivery method: design-bid-build, or negotiated construction and design contract.
- President considers staff recommendations and submits his recommendation to the Board of Trustees.
- Board of Trustees considers the President’s recommendations for project concepts, project delivery method and funding sources and either approves, rejects or modifies the request to meet their requirements.
- The Board of Trustees will consider and approve the issuance of any bond debt or loans necessary to fund capital projects.
- For projects with a total cost of less than \$150,000, the Board of Trustees authorizes the President to hire design professionals, if necessary, to solicit bids and to make contract awards in accordance with law.

**Boys State Contract** - John Smith, Executive Vice President, presented this item.

Each summer, approximately 1,000 high school juniors come to UCA for approximately a week to attend Boys State. The university receives a tremendous amount of positive publicity from this event and many of the delegates eventually attend UCA. The administration has negotiated with the Arkansas Boys State Commission for an extension of their five-year contract with the university. The Arkansas Boys State Commission currently pays the university \$73.00 for each delegate and staff member that attends the event. The proposed contract will expire in 2008 and has no increase in rates for next year (2004) and allows for up to a 5% increase in current meal charges for the remaining years of the contract.

Following discussion, the following resolution was adopted upon motion by Mr. Harding with a second by Mr. Sims. Mr. Womack abstained because of his association with Boys State. Mr. Womack stated that UCA has been very good for Boys State and, in turn, Boys State has been very good for UCA.

**“BE IT RESOLVED: THE BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO ENTER INTO A FIVE-YEAR CONTRACT WITH THE ARKANSAS BOYS STATE COMMISSION TO HOST THE BOYS STATE CONFERENCE ON THE UCA CAMPUS AND,**

**BE IT FURTHER RESOLVED: THE UNIVERSITY WILL RECEIVE \$73.00 FOR EACH DELEGATE AND STAFF MEMBER THAT ATTENDS THE EVENT IN 2004, AND THE RATE FOR THE MEAL CHARGES MAY BE INCREASED UP TO 5% PER YEAR FOR THE REMAINING YEARS OF THE CONTRACT.”**

**Dental and Health Insurance** - Steve Wood, Assistant Vice President for Human Resources, presented the following two items and responded to questions from Board members.

**Dental Insurance**- The annual dental insurance agreement with Delta Dental of Arkansas will expire on December 31, 2003. Based upon maintaining the current plan coverage or making changes in coverage, renewal rates with Delta range from increases of 10.5% to 3%.

Upon review of the Delta plans and plan proposals received from other providers, it was determined that the Blue Cross and Blue Shield plan offers the most coverage at the most competitive price. The Blue Cross plan will maintain the university's current plan structure, it will decrease out-of-pocket expenses for participants and will result in an overall rate decrease of 3% over the current plan premiums. Additionally, Blue Cross has provided a guaranteed second year renewal not to exceed 9%.

Health Insurance - Following serious consideration of self-funded proposals and fully insured alternatives for health coverage for calendar year 2004, it is recommended that the university continue a fully insured plan through QualChoice. In reaching this recommendation, formal proposals were requested and reviewed, numerous vendors and brokers were consulted and the costs, coverage and plan administration of other universities' health plans were reviewed.

Based upon the renewal proposal of 12.5% received from QualChoice, the costs of the alternatives available and the current budget environment, remaining fully insured with QualChoice is the most reasonable option for 2004. In coordination with QualChoice, the current American Fidelity GAP plan, which assists in reducing out-of-pocket expenditures in the health plan, has been proposed for continuation with no change in premiums.

With the support of the Fringe Benefits Committee, the following resolutions were unanimously adopted upon motion by Mr. Erstine with a second by Mr. Sims:

**“BE IT RESOLVED: THAT THE PRESIDENT IS AUTHORIZED TO ESTABLISH A DENTAL INSURANCE AGREEMENT WITH BLUE CROSS AND BLUE SHIELD FOR JANUARY 1, 2004 THROUGH DECEMBER 31, 2004 WITH THE OPTION TO RENEW THE AGREEMENT FOR JANUARY 1, 2005 THROUGH DECEMBER 31, 2005.”**

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE RENEWAL OF THE HEALTH INSURANCE PLAN FOR THE PERIOD OF JANUARY 1, 2004 THROUGH DECEMBER 31, 2004, WITH QUALCHOICE OF ARKANSAS AND THE CONTINUATION OF THE AMERICAN FIDELITY GAP PLAN FOR THE SAME PERIOD.”**

Rights-of-Way and Easements for Conway Corporation - This item was presented by President Hardin.

Conway Corporation has requested that the university grant two easements for utilities and other purposes.

1. The first easement is a 15-foot wide right-of-way and easement along the eastern edge of the Robins-Street parking lot. The purpose of the requested easement is to permit Conway Corporation to lay underground electric cable. Also, during the construction phase, Conway Corporation has requested a 40-foot easement to allow materials to be located near the construction site.
2. The second easement is also a 15-foot wide right-of-way and easement near the retirement center. The university is preparing to construct a warehouse for the UCA housing department to replace what will be lost in the basement of Wingo Hall when renovations begin early in 2004. The purpose of the requested easement is to permit

Conway Corporation to lay underground electric and CATV lines, which will serve the new warehouse and other nearby buildings. Once again, during the construction phase, Conway Corporation has requested a 40-foot easement to allow materials to be located near the construction site.

Both easements would grant to Conway Corporation the authority to enter upon the property to make such excavations and perform other work as they deem necessary.

The legal documents prepared by Conway Corporation to convey the rights-of-way and easements are attached.

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 APPROVES THE FOLLOWING RIGHTS-OF-WAY AND EASEMENTS.”**

RIGHT OF WAY AND EASEMENT

UNIVERSITY OF CENTRAL ARKANSAS

To

THE CITY OF CONWAY, ARKANSAS

KNOW ALL MEN BY THESE PRESENTS:

That We, University of Central Arkansas, (GRANTORS), for and in consideration of the sum of One Dollar, to us paid by the City of Conway, Arkansas, a City of the first class, (GRANTEE), cash in hand, the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and convey unto said GRANTEE, its successors and assigns, forever, a right of way and easement 15 feet wide on, over, across and under the following described lands, owned by us and situated in Faulkner County, Arkansas, to-wit:

Said 15 foot utility easement shall be the East 15 feet of Lots 14 and 23 in College Oaks Addition as platted in Book A, Page 87 in Faulkner County, Arkansas.

Said right of way and easement shall be located upon and over such portion of the above described lands as has been, or may be hereafter selected by the GRANTEE.

And for said sum we do further grant, sell and convey unto said GRANTEE, its successors and assigns for a term of six months from and after the start of construction on the herein described lands, a right of way and easement forty (40) feet wide on, over, across, through and under the aforesaid lands, for the purpose of providing a construction and work area for building and laying of utilities and that this right of way and easement shall be located upon and over such portion of the above described lands as has been or may hereafter be selected by the officers or agents of said GRANTEE; it being understood and agreed that the said GRANTEE, or its successors or assigns, shall have the right to enter upon the above described lands at such time as it or they may deem proper to make such excavations and do such other work as it or they deem proper and necessary for the laying, relaying, maintaining, repairing, or replacing of utilities and appliances incident thereto, but it is expressly understood and agreed that the said GRANTEE, or its successors or assigns, shall be liable to the GRANTORS herein, or their heirs or assigns, for any and all damage that may be done in the prosecution of said work to any crops, fences or other improvements upon said lands, and that should it be necessary to go through any fences upon said lands, the said GRANTEE shall rebuild same immediately in as good condition as same were before.

TO HAVE AND TO HOLD the same unto the said GRANTEE, and unto its successors and assigns, forever, with full right of ingress and egress at all times in, upon, over or under and to said lands for the purposes aforesaid.

WITNESS our hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2003.

\_\_\_\_\_  
Rush Hardin, Chair, UCA Board of Trustees

\_\_\_\_\_  
Scott Roussel, Secretary, UCA Board of Trustees

ACKNOWLEDGMENT

STATE OF ARKANSAS  
County of Faulkner

BE IT REMEMBERED, That on this day came before the undersigned, a Notary Public within and for the County aforesaid, duly commissioned and acting, University of Central Arkansas to me well known as the grantors in the foregoing instrument, and acknowledged that they had executed the same for the consideration and purposes therein mentioned and set forth.

WITNESS my hand and seal as such Notary Public this \_\_\_\_ day of \_\_\_\_\_, 2003.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_



RIGHT OF WAY AND EASEMENT

UNIVERSITY OF CENTRAL ARKANSAS

To

THE CITY OF CONWAY, ARKANSAS

KNOW ALL MEN BY THESE PRESENTS:

That We, University of Central Arkansas, (GRANTORS), for and in consideration of the sum of One Dollar, to us paid by the City of Conway, Arkansas, a City of the first class, (GRANTEE), cash in hand, the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and convey unto said GRANTEE, its successors and assigns, forever, a right of way and easement 15 feet wide on, over, across and under the following described lands, owned by us and situated in Faulkner County, Arkansas, to-wit:

Said 15 foot utility easement shall center on underground electric and CATV lines laid on the following described property: Part of the W  $\frac{1}{2}$  of the NW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 11, T5N, R14W, Faulkner County, Arkansas, more particularly described as beginning at a point 150 feet West of the NE Corner of said W  $\frac{1}{2}$  of the NW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  and running thence South, 230 feet; thence West, 150 feet; thence North, 230 feet; thence East, 150 feet to the point of beginning.

Part of the NW  $\frac{1}{4}$  of the NW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 11, T5N, R14W, Faulkner County, Arkansas, more particularly described as beginning at a point 300 feet West of the NE Corner of the said NW  $\frac{1}{4}$  of the NW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$ ; thence South, 495.00 feet; thence West, 360.00 feet; thence North, 495 feet; thence East, 360 feet to the point of beginning. LESS AND EXCEPT: Part of the N  $\frac{3}{4}$  of the NW  $\frac{1}{4}$  of the NW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  of Section 11, T5N, R14W, Faulkner County, Arkansas, described as beginning at a point on the East right of way of Farris Road, 30 feet East of the SW Corner of said N  $\frac{3}{4}$  of the NW  $\frac{1}{4}$  of the NW  $\frac{1}{4}$  of the SE  $\frac{1}{4}$  and run thence East, 150 feet; thence North parallel to said East right of way 150 feet; thence West, 150 feet to said East right of way; thence South, 150 feet to the point of beginning.

Said right of way and easement shall be located upon and over such portion of the above described lands as has been, or may be hereafter selected by the GRANTEE.

And for said sum we do further grant, sell and convey unto said GRANTEE, its successors and assigns for a term of six months from and after the start of construction on the herein described lands, a right of way and easement forty (40) feet wide on, over, across, through and under the aforesaid lands, for the purpose of providing a construction and work area for building and laying of utilities and that this right of way and easement shall be located upon and over such portion of the

above described lands as has been or may hereafter be selected by the officers or agents of said GRANTEE; it being understood and agreed that the said GRANTEE, or its successors or assigns, shall have the right to enter upon the above described lands at such time as it or they may deem proper to make such excavations and do such other work as it or they deem proper and necessary for the laying, relaying, maintaining, repairing, or replacing of utilities and appliances incident thereto, but it is expressly understood and agreed that the said GRANTEE, or its successors or assigns, shall be liable to the GRANTORS herein, or their heirs or assigns, for any and all damage that may be done in the prosecution of said work to any crops, fences or other improvements upon said lands, and that should it be necessary to go through any fences upon said lands, the said GRANTEE shall rebuild same immediately in as good condition as same were before.

TO HAVE AND TO HOLD the same unto the said GRANTEE, and unto its successors and assigns, forever, with full right of ingress and egress at all times in, upon, over or under and to said lands for the purposes aforesaid.

WITNESS our hands and seals this \_\_\_\_ day of \_\_\_\_\_, 2003.

\_\_\_\_\_  
Rush Harding, Chair, UCA Board of Trustees

\_\_\_\_\_  
Scott Roussel, Secretary, UCA Board of Trustees

ACKNOWLEDGMENT

STATE OF ARKANSAS  
County of Faulkner.

BE IT REMEMBERED, That on this day came before the undersigned, a Notary Public within and for the County aforesaid, duly commissioned and acting, University of Central Arkansas to me well known as the grantors in the foregoing instrument, and acknowledged that they had executed the same for the consideration and purposes therein mentioned and set forth.

WITNESS my hand and seal as such Notary Public this \_\_\_\_ day of \_\_\_\_\_, 2003.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

**New Program Option: Emphasis in Digital Filmmaking** - Gabriel Esteban, Provost, presented this item and responded to questions from Board members.

The College of Fine Arts and Communication proposes a new digital filmmaking option within the mass communication program in the Department of Mass Communication and Theatre. With the addition of digital filmmaking, the mass communication program will offer three areas of emphasis: digital filmmaking, journalism, and telecommunications/television.

A recent survey of introductory classes in mass communication found strong interest among current students in a digital filmmaking emphasis, and the department has received a number of phone calls from prospective students enquiring about a filmmaking major. The Arkansas Department of Economic Development, expressing enthusiastic interest in such a program option, has indicated that there are indeed opportunities for graduates of a digital filmmaking program and that such a program at UCA will have a positive impact upon the economy of the state. Graduates of the program will be employable in fields such as entertainment, network broadcasting, and cable television; extensive opportunities for our graduates exist as well in corporate, medical, police, and military applications.

The proposed digital filmmaking option will require 42 hours of course work. Of the 42 hours total, 6 hours of core course work are required for all mass communication majors; 3 required and 15 elective hours will be shared with the telecommunications/television emphasis. Seven new courses specific to digital filmmaking have been created. The digital filmmaking emphasis can be implemented with present staff and equipment and will complement the existing emphases in journalism and telecommunications/television.

All appropriate university councils and administrators have recommended approval of this program.

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

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES THE DIGITAL FILMMAKING OPTION IN THE MASS COMMUNICATION PROGRAM.**

**BE IT FURTHER RESOLVED: THAT THE BOARD OF TRUSTEES DIRECTS THE PRESIDENT TO TRANSMIT THE PROGRAM OPTION OF DIGITAL FILMMAKING TO THE ARKANSAS HIGHER EDUCATION COORDINATING BOARD FOR REVIEW AND APPROVAL AT ITS NEXT MEETING.”**

**Fees - Room and Board (Board Policy No. 632) - Apartments Declining Balance** - Justin Partee, Executive Vice President of the Student Government Association, discussed the “apartments declining balance” portion of the board rate schedule for fall and spring 2003-04 and expressed his concern that the declining balance amount had been increased by \$100.00 without prior notice to students.

Following discussion, during which Mr. Partee and Paul McLendon explained the “declining balance” and how it works, this item was tabled at President Hardin’s suggestion, until the October 3 Board meeting, at which time, Board members will be provided a more detailed explanation.

### **EXECUTIVE SESSION**

Executive session, for the purpose of considering and discussing personnel matters, was declared by Mr. Harding.

### **OPEN SESSION**

Open session was declared by Mr. Harding.

Mr. Sims moved that the resolution regarding personnel matters and the personnel list be approved. Mr. Sims also moved that Dr. John Smith’s existing contract not be rolled over and extended. However, as part of the motion, Dr. Smith will be awarded a full one-year sabbatical beginning on January 1, 2004. A new contract for a period of five years will be executed with Dr. Smith at a salary of \$125,000 per year with the title of Director/Professor of the College Student Personnel Services and Administration Program. Dr. Smith’s mission will be to establish this as a premier program in the nation and to be available for advising upon the request of President Lu Hardin. In addition, Mr. Sims moved that the Board extend a five-year rolling contract to President Hardin at an amount to be determined at the next Board meeting after the Board examines salary information requested. Mr. Sims further stated that the Board would like to express its appreciation to President Hardin and his staff for their success and progress as shown in UCA’s increased enrollment this year. The motion was seconded by Mr. Roussel and passed unanimously.

Mr. Harding stated that he has immensely enjoyed serving as Chair of the Board. Mr. Harding, personally, and on behalf of the Board of Trustees, congratulated the administration, faculty, staff, and students for a wonderful year. Mr. Harding also expressed appreciation to the City of Conway, Acxiom, Conway Corporation, and other Conway businesses that partner with UCA in making Conway a special place.

Following is the resolution regarding personnel matters and the personnel list mentioned above:

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE ADJUSTMENTS, APPOINTMENTS, ADJUSTMENTS FROM GRANT FUNDS, APPOINTMENTS FROM GRANT FUNDS, LEAVE WITHOUT**

**PAY, RESIGNATIONS AND/OR NON-REAPPOINTMENTS, AND RETIREMENTS, PROVIDED HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE.”**

NOTE: It was decided by the Board that the election of officers, which was listed on the agenda for this meeting, will be included on the agenda for the October 3 Board meeting.

There being no further business to come before the Board, the meeting was adjourned by Mr. Harding.

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Mr. Rush Harding, Chair

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Mr. Scott Roussel, Secretary