

The Board of Trustees of the University of Central Arkansas convened in a called teleconference meeting at 4:00 p.m., Wednesday, May 30, 2012, with the following officers and members present:

Chair: Mr. Bobby Reynolds
 Secretary: Mrs. Kay Hinkle
 Mr. Bunny Adcock
 Mrs. Elizabeth Farris
 Mr. Rush Harding, III
 Mr. Brad Lacy

Mr. Victor Green was absent.

ACTION AGENDA

Request for Provisional Positions

The State, through the provisions of Act 2172 of 2005, permits the University to request provisional positions when there is an emergency or an unexpected need.

Provisional positions may be assigned when the University receives temporary and/or unanticipated funding through grants, contract agreements, or increased collections. Provisional positions exist only as long as the funding for those positions is available and do not automatically convert to regular, budgeted positions.

In submitting a request for the allocation of provisional positions, the state process first requires authorization for that request by the University's Board of Trustees.

At this time, the University has funding through federal, state and private grants for 19 additional positions. These positions do not require any tuition, fees or auxiliary revenues since they are grant-funded.

| Name | Title | Funding Source |
|-------------------|-------------------------------|----------------------------------|
| Keisha Mattox | Administrative Specialist III | Arkansas Department of Education |
| Sarah Argue | Project Director | Arkansas Department of Education |
| (Vacant) | Grant Project Director | Arkansas Department of Education |
| (Vacant) | Project Researcher | Arkansas Department of Education |
| Matthew Jeffery | Project Director | Arkansas Department of Education |
| Belinda Robertson | Mathematics Specialist | Arkansas Department of Education |

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| Kimberley Calhoon | Project/Program Director | Arkansas Department of Education |
| Sam Gibson | Research Associate | Arkansas Department of Education |
| Greg Holland | Research Associate | Arkansas Department of Education |
| Jacob Walker | Project Director | Arkansas Department of Education |
| Melanie Bradford | Technology Projects Coord | Arkansas Department of Education |
| Valeri Pushkarev | Project Director | Arkansas Department of Education |
| Minniatta Camp-Ready | Science Specialist | Arkansas Department of Education |
| John Barlow | Clinical Instructor | Arkansas Department of Education |
| John Wright | Project Manager | Arkansas Department of Education |
| Nancy Burreis | Project/Program Director | U.S. Department of Education |
| Jessie Beal | Project/Program Specialist | U.S. Department of Education |
| Robert Arbogast | Administrative Specialist III | U.S. Department of Education |
| Michelle Wynn | Administrative Specialist I | U.S. Department of Education |

The following resolution was unanimously adopted upon motion by Rush Harding with a second by Kay Hinkle:

"BE IT RESOLVED: That the Board of Trustees authorizes the administration to proceed with a request to the State Department of Finance and Administration for allocation of nineteen (19) provisional positions within the provisions of Act 2172, shown on the above list, that will be funded by federal, state and private grants."

"Contract Review Procedures" - Board Policy No. 416

Pursuant to Board Policy No. 416, "Contract Review Procedures," the administration must seek Board approval for (i) any contract which will require the expenditure by the University of funds (at any time) in excess of \$250,000; or (ii) any contract with a term exceeding one (1) year, unless the Office of General Counsel certifies, in writing, that the contract may be terminated by the University on the giving of written notice of ninety (90) days or less.

The following resolution was unanimously adopted upon motion by Elizabeth Farris with a second by Bunny Adcock:

“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into various contracts or renewals with the company on the attached list.”

UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION:
(Board Policy #416)

Contract involving more than \$250,000

SUMMARY

1. Parties: University of Central Arkansas (Office of International Affairs) and Trawick International, Inc. of Mobile, Alabama.
2. Purpose: This is a health insurance plan for most of the international students attending the University. This is a renewal of the same health insurance plan now in effect for international students attending the University. International students are required to have health insurance coverage. For those who do not, this policy covers them.
3. Term: Thirteen months. Term is from June 30, 2012, to August 1, 2013.
4. University Funds to be Paid: The total estimated premium is \$546,700 for the next academic year (up from \$497,700 for the current academic year), but this is recouped from student fees when the international students register.

The estimated premium is based upon the number of international students expected to be enrolled this year, unless the student has the same or comparable coverage. The monthly premium is \$89 per student (currently it is \$79 per month); \$280 if a student's spouse is covered; and \$95 for each child. A census is provided to Trawick shortly after the start of the fall semester, and the premium is then set.

5. Public Bid/Purchasing Approval: This contract does not have to be bid under state purchasing laws because it is a pass-through agreement – premiums are paid by the students and then the university pays the company.
6. Special Provisions/Terms/Conditions: None.
7. Approval/Notification to UCA Foundation: None.

UNIVERSITY OF CENTRAL ARKANSAS

REASON FOR REQUIRING BOARD REVIEW AND ACTION:
(Board Policy #416)

Contract involving more than \$250,000

SUMMARY

1. Parties: University of Central Arkansas (Office of Housing and Resident Life) and Prince Management, LLC, Conway, AR.
2. Purpose: This lease provides approximately 36,550 total square feet of living quarters, which consists of within forty-three (43) two bedroom/one and one half bath apartments for student use. College View and Elizabeth Place are located at 1962 and 1952 Bruce Street and 314 Elizabeth Place.

Elizabeth Place provides housing for single students, while College View serves as housing for both single students and families. Revenue generated from student rents is projected to total \$433,000 for the fiscal year ending June 30, 2012.

3. Term: The term of this lease is from July 1, 2012, to June 30, 2013.
4. University Funds to be paid: The total annual lease amount is \$250,260. Funds will be paid from housing revenue provided by student rents. The rate is \$6.85 per square foot.
5. Public Bid/Purchasing Approval: None.
6. Special Provisions/Terms/Conditions: None.
7. Approval/Notification to UCA Foundation: None.

Category “B” Funds for FY 2012 under Revenue Stabilization Act - \$589,000

Each year the Arkansas General Assembly passes appropriations acts for each state agency and institution of higher education. Under the Arkansas Constitution, no funds may be spent except pursuant to an “appropriation.” Even though the appropriation act is passed and signed into law by the Governor, this does not mean any agency or institution receives “funding.”

Funding is received in Arkansas through an act known as the “Revenue Stabilization Act” or RSA. Under the RSA, there are different categories of funding. For the last few years, most funding has either been in Category “A”, Category “B,” and then what is referred to as “Educational Excellence Trust Fund” money.

The University, as well as other institutions of higher education have received Category “A” funds along with the Education Excellence Trust Fund money. For the last few years, any moneys in Category “B” have not been received by any agency or institution. Category “B” funds are not distributed unless the state’s revenue forecast for a fiscal year is revised upward (i.e. state revenues for the current year are increasing at a pace to fund not only “A” and Educational Excellence, but also all or some part of “B”).

Within the last few weeks, the Governor and the Director of the Department of Finance and Administration have revised the revenue forecast for the current fiscal year (FY 2012, which ends on June 30, 2012) and informed all state agencies and institutions of higher education that the Category “B” money will be distributed this fiscal year. For the University, this means an additional \$589,000 in funding.

These funds are “one-time” funds. They were not included in the preparation of the FY 2012 budget since the University did not anticipate receiving them. They are not included in the “base” since the appropriations act and the RSA for the next fiscal year (FY 2013) did not include them.

There are several options for the use of these “one-time” funds, including the following:

1. Adding the funds to the University’s fund balances - essentially holding the funds in reserve;
2. Payment of some form of a one-time bonus to classified staff, either on a percentage basis or in a lump sum for each classified employee;
3. Payment of some form of a one-time bonus to certain non-classified staff either on a percentage basis or in a lump sum for each non-classified employee (at or below the pay scale of the classified employees);
4. A combination of 2 and 3;
5. Expending some or all of the funds on other capital projects and/or critical maintenance around the campus; or
6. Other options not listed in 1-5.

Although the University has concluded the spring semester, the administration did send this request to various groups, including the Strategic Budget Advisory Committee, to receive its review and recommendation prior to this matter being considered by the Board of Trustees.

The administration's recommendation was to hold the funds in reserves. No action was required by the Board.

There being no further business to come before the Board the meeting was adjourned upon motion by Brad Lacy with a second by Bunny Adcock.

**The University of Central
Arkansas Board of Trustees**

Mr. Bobby Reynolds
Chair

Mrs. Kay Hinkle
Secretary