

The Board of Trustees of the University of Central Arkansas convened in a regularly scheduled meeting at 10:00 a.m., Friday, May 3, 2013, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present

Chair: Mr. Victor Green  
Vice Chair: Ms. Kay Hinkle  
Secretary: Mr. Brad Lacy  
Mr. Bunny Adcock  
Ms. Elizabeth Farris  
Mr. Bobby Reynolds  
Ms. Shelia Vaught

### **MINUTES**

Revised minutes of the December 7, 2012, Board meeting and minutes of the February 22, April 5 and March 1, 2013 Board meetings were unanimously approved as submitted upon a motion by Bobby Reynolds and second by Bunny Adcock.

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

Ms. Stephanie McBrayer, President of the Staff Senate, Ms. Spencer Sims, President of the Student Government Association and Dr. Kevin Browne, President of the Faculty Senate made statements to the Board. Ms. McBrayer's statement is attached to these minutes.

### **REPORTS**

Mr. Brad Lacy, Chair of the Audit Committee reported on the committee's May 2 meeting. The following audits were reviewed: Accounts Payable Disbursement Review; Office of the President; Larry Burns Post-Terminations Review; and Board of Trustees Improvement Fund.

Ms. Diane Newton, Vice President for Finance and Administration, presented a financial update. Handouts from that presentation are attached to these minutes.

President Courtway gave the Board a review of the 2013 General Assembly.

### **ACTION AGENDA**

#### **Resolution of Appreciation – Neil Hattlestad**

The following resolution passed unanimously upon motion by Kay Hinkle and second by Brad Lacy:

RESOLUTION OF APPRECIATION  
Dr. Neil Hattlestad

WHEREAS, Dr. Neil Hattlestad earned his Bachelor of Arts degree in 1961 and a Master of Arts degree in 1965 in physical education from the University of Northern Iowa, as well as his Doctor of Education degree in health and physical education from the University of Wyoming in 1970; and

WHEREAS, Dr. Hattlestad has had a long and distinguished career in education having served as a teacher and coach in the Iowa and California public school systems (1961-1965), as well as the Department of Health and Physical Education at Frostburg State University (1965-1968); chair of the Department of Health and Physical Education at Dakota State University-Madison (1970-1974); coordinator of graduate studies in the Department of Health, Physical Education and Recreation at South Dakota State University (1974-1979); and chair of the Department of Physical Education at Sam Houston State University (1979-1983); and

WHEREAS, Dr. Hattlestad served as chair/president of the college/university section of the American Alliance of Health, Physical Education, Recreation and Dance (including the South Dakota and Texas associations); consultant and evaluator for the National Council for Accreditation of Teacher Education and the Higher Learning Commission of the North Central Association of Colleges and Schools (“HLC”); member of the Commission on Accreditations in Physical Therapy Education (1996-1997 chair); graduate faculty member for the United States Sports Academy; speaker/clinician for the President’s Council on Physical Fitness and Sports; and has conducted seminars in Saudi Arabia, Malaysia, Singapore and the Philippines; and

WHEREAS, since 1983, Dr. Hattlestad has served the University of Central Arkansas (“UCA”) as a professor and dean of the College of Health and Behavioral Sciences; and

WHEREAS, Dr. Hattlestad successfully guided the relocation of the National Conference of Academic Deans (established in 1941, it is the nation’s oldest organization with programming focused on the deanship) to the UCA campus in 2000 and continued to serve as the campus host for this annual meeting that attracts college and university deans and provosts from institutions across the nation and the Virgin Islands; and

WHEREAS, in spring, 2010 a team of evaluators representing the HLC visited the UCA campus for a comprehensive evaluation of its programs, departments and operations and issued a report in May 2010 recommending that UCA be re-accredited for a period of seven years; and

WHEREAS, as part of the May, 2010 team report, UCA was directed to file a monitoring report with the HLC by May 1, 2012, describing plans and processes to address all matters noted by the visiting team during its visit; and

WHEREAS, Dr. Hattlestad co-chaired a team of administrators, faculty, staff and students that was responsible for preparing the Monitoring Report;

WHEREAS, under Dr. Hattlestad's leadership, the Monitoring Report Team worked tirelessly to develop UCA's Monitoring Report, which was filed with the Higher Learning Commission on April 30, 2012,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the University of Central Arkansas extends its sincere appreciation and gratitude to Dr. Hattlestad for his work in preparing and filing the Monitoring Report for the University of Central Arkansas with the Higher Learning Commission, his years of dedicated service to the University and to higher education.

BE IT FURTHER RESOLVED, that this resolution is made a part of the minutes of the University of Central Arkansas Board of Trustees meeting.

Adopted this 3<sup>rd</sup> day of May 2013, in Conway, Arkansas.

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Victor Green, Chair

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Brad Lacy, Secretary

### **Key Performance Indicators for the University**

The Office of the Provost, with data prepared by the Office of Institutional Research, presents a five-year history and goals of the Key Performance Indicators (KPIs) through the 2016-2017 fiscal year. A projection of retention and graduation rates, through 2022, is also included. The attached chart was revised following the Board of Trustees retreat on March 21-22, 2013, and this revised version was previewed at the Board's budget workshop on April 5, 2013. The data included in this chart are now presented for approval.

The following resolution was unanimously adopted upon motion by Elizabeth Farris and second by Brad Lacy:

**“BE IT RESOLVED: That the attached chart of Key Performance Indicators, History, and Goals for the University of Central Arkansas is hereby approved.”**

<b>Key Performance Indicators</b>	<b>History</b>					<b>Current KPI</b>	<b>Goals</b>					
<b>Degrees Awarded</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	
Bachelor's Degrees	1,480	1,532	1,611	1,499	1,554	1,554	1,628	1,704	1,785	1,870	1,958	
GC/Master's/PMC/EDS	441	566	553	549	519	519	544	569	596	624	654	
Doctoral Degrees	35	56	54	58	60	60	63	66	69	72	76	
<b>NSSE-Level of Academic Challenge</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	
Freshman		52.5			51.7	51.7			>53.8			
Seniors		57.7			59.6	59.6			>57.9			
<b>Financial Status - Composite Financial Index</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	
	1.05	0.71	2.10	2.31	1.92	1.92	1.5-2.5					
<b>Undergraduate SSCH taught by full-time faculty</b>	<b>Fall 2008</b>	<b>Fall 2009</b>	<b>Fall 2010</b>	<b>Fall 2011</b>	<b>Fall 2012</b>	<b>5 Yr Avg</b>	<b>Fall 2013</b>	<b>Fall 2014</b>	<b>Fall 2015</b>	<b>Fall 2016</b>	<b>Fall 2017</b>	
	90.2%	86.9%	91.8%	91.1%	90.7%	90.1%	≥90.0%	≥90.0%	≥90.0%	≥90.0%	≥90.0%	
<b>Enrollment</b>	<b>Fall 2008</b>	<b>Fall 2009</b>	<b>Fall 2010</b>	<b>Fall 2011</b>	<b>Fall 2012</b>	<b>5 Yr Avg</b>	<b>Fall 2013</b>	<b>Fall 2014</b>	<b>Fall 2015</b>	<b>Fall 2016</b>	<b>Fall 2017</b>	
Undergraduate (includes HS concurrent)	11,048	10,146	9,823	9,629	9,604	10,050	9,879	10,139	10,468	10,936	11,480	
Graduate	1,926	1,635	1,621	1,534	1,503	1,644	1,603	1,703	1,803	1,903	2,025	
<b>Enrollment of racial/ethnic minority students as a percentage of total enrollment</b>	<b>Fall 2008</b>	<b>Fall 2009</b>	<b>Fall 2010</b>	<b>Fall 2011</b>	<b>Fall 2012</b>	<b>5 Yr Avg</b>	<b>Fall 2013</b>	<b>Fall 2014</b>	<b>Fall 2015</b>	<b>Fall 2016</b>	<b>Fall 2018</b>	
Undergraduate	19.4%	20.3%	22.5%	22.9%	24.9%	22.0%	≥22.0%	≥22.0%	≥22.0%	≥22.0%	≥22.0%	
Graduate	11.6%	11.4%	13.3%	14.1%	13.2%	12.7%	≥13.0%	≥13.5%	≥14.0%	≥14.5%	≥15.0%	
<b>External Funding</b>	<b>FY 2007-08</b>	<b>FY 2008-09</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>FY 2011-12</b>	<b>FY 2012-13</b>	<b>FY 2013-14</b>	<b>FY 2014-15</b>	<b>FY 2015-16</b>	<b>FY 2016-17</b>	
Sponsored Funding/Grants	\$5,406,642	\$6,249,597	\$5,682,182	\$6,177,248	\$6,236,385	\$6,236,385	\$6,641,750	\$7,073,464	\$7,533,239	\$8,022,899	\$8,544,388	
Private Funds (new gifts and pledges)	\$5,116,471	\$11,513,388	\$4,035,341	\$3,327,982	\$4,190,052	\$4,190,052	\$4,000,000	\$4,425,000	\$4,975,000	\$5,485,000	\$6,000,000	
<b>Persistence to Graduation</b>	<b>AY 2007-08</b>	<b>AY 2008-09</b>	<b>AY 2009-10</b>	<b>AY 2010-11</b>	<b>AY 2011-12</b>	<b>5 Yr Avg</b>	<b>AY 2012-13</b>	<b>AY 2013-14</b>	<b>AY 2014-15</b>	<b>AY 2015-16</b>	<b>AY 2016-17</b>	
	77.1%	78.1%	79.2%	79.9%	77.4%	78.3%	≥80.0%	≥80.0%	≥80.0%	≥80.0%	≥80.0%	
<b>First-time Undergraduate Cohort Six-Year Graduation Year</b>	<b>Fall 2005</b>	<b>Fall 2006</b>	<b>Fall 2007</b>	<b>Fall 2008</b>	<b>Fall 2009</b>	<b>Fall 2010</b>	<b>Fall 2011</b>	<b>Fall 2012</b>	<b>Fall 2013</b>	<b>Fall 2014</b>	<b>Fall 2015</b>	<b>Fall 2016</b>
	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>Retention Rate</b>												
Fall-to-fall, year 1 to year 2	71.8%	70.8%	72.5%	71.3%	73.4%	69.0%	70.2%	71.5%	73.8%	76.0%	81.0%	86.0%
Fall-to-fall, year 1 to year 3	56.1%	57.2%	58.3%	57.1%	59.6%	54.9%	55.8%	56.9%	59.0%	61.0%	66.0%	71.0%
<b>Graduation Rate (includes associate's degree)</b>												
4-year graduation rate (100% completion time)	19.3%	23.0%	21.0%	22.0%	21.0%	23.0%	23.5%	24.0%	24.5%	25.0%	30.0%	35.0%
6-year graduation rate (150% completion time)	40.1%	40.8%	41.0%	43.0%	41.0%	44.0%	45.5%	47.0%	48.5%	50.0%	55.0%	60.0%
<b>Numbers in purple are goals.</b>												
Prepared by: Office of Institutional Research												
											4/2/2013	

## Request for Provisional Positions

The State, through the position appropriation process, 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 through the University's Board of Trustees.

At this time, the University has funding through federal, state and private grants for 14 additional positions.

<b>Name</b>	<b>Title</b>	<b>Funding Source</b>
Sarah Argue	Project Director	Arkansas Department of Education
Matthew Jeffery	Project Director	Arkansas Department of Education
Belinda Robertson	Mathematics Specialist	Arkansas Department of Education
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
Minnietta Camp-Ready	Science Specialist	Arkansas Department of Education
John Wright	Project Manager	Arkansas Department of Education
Nancy Burris	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 Bunny Adcock and second by Kay Hinkle:

**"BE IT RESOLVED: That the Board of Trustees authorizes the administration to proceed with requests to the State Department of Finance and Administration for allocation of fourteen (14) provisional positions, shown on the above list, which will**

**be funded by federal, state and private grants."**

**"Capital Projects" – Pursuant to Board Policy No. 407**

**Paving and lighting of the parking lot at Bruce and Farris (Roundabout Lot)**

The parking lot located at the intersection of Bruce and Farris Streets (adjacent to Buffalo Alumni Hall), commonly referred to as the roundabout lot, is currently a gravel lot and has approximately 170 spaces. The lot was designed to be paved, but the paving was postponed due to lack of funding.

**The estimated cost of the project is \$220,000, including \$120,000 for paving, \$80,000 for lighting and a 10% contingency of \$20,000.**

The paving and lighting of the parking lot will be paid for with capital reserves within plant funds.

The bid opening is scheduled for May 8, 2013.

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

**Student Recreational Field Budget Increase**

At its December, 2012 meeting, the Board approved the construction of the Student Recreational Field as a capital project, provided that the total cost did not exceed **\$500,000** unless such excess is approved by the Board. Based on factors listed below, the revised estimated cost of the project is \$544,000. Although additional increases are not anticipated, a contingency of 5% is also requested due to soil conditions at the field. Therefore, the revised, not to exceed amount is \$571,200.

The original estimated cost was based on the Preliminary Opinion of Probable Construction Cost provided by the engineering firm. The cost of the project has increased based on the following:

1. The field is placed in a natural wet area, and a swale was cut in the lowest area in order to attempt to dry out the site. This was only partially successful; therefore, the field needs to be raised 18 inches, which requires additional fill dirt;
2. The project site is unimproved and providing electricity to the area added cost that was not included in the original estimate. The electricity will provide lighting for the field and for additional improvements or growth in the southwest corner of the campus; and
3. The lighting bid was over budget.

The project is funded by SGA (\$15,000), Farris Field reserves (\$90,000), Unallocated Plant Funds (\$466,200).

The following resolution was unanimously adopted upon motion by Brad Lacy and second by Bobby Reynolds:

**“BE IT RESOLVED: That the Board of Trustees hereby approves the paving and lighting of the parking lot located at Bruce and Farris streets, and authorizes the President and other officers of the University to enter into and execute any and all contracts, documents and agreements to pave and light the parking lot as more particularly described above, but provided however, that the total project cost shall not exceed the sum of \$220,000, unless such excess is approved by the Board of Trustees.**

**BE IT FURTHER RESOLVED: That the Board of Trustees hereby approves the increase of the Student Recreational Field budget, and authorizes the President and other officers of the University to enter into and execute any and all contracts, documents and agreements to complete the development and construction of the project, but provided however, that the total project cost shall not exceed the sum of \$571,200, unless such excess is approved by the Board of Trustees.”**

### **North Overflow Parking Lot**

The administration is requesting Board approval to enter into a contract with a general contractor for the development of the parking lot across Bruce Street from Burdick Building and Thompson Hall (known as the north overflow parking lot). The area to be expanded is along Augusta Avenue toward College Avenue. The contract is not anticipated to be awarded by the May 3, 2013, Board meeting.

This capital project was approved by the Board of Trustees at its October, 2012, meeting for an amount **not to exceed \$458,420.**

This expansion will add an estimated 115 paved parking spaces, which will partially replace the 150 spaces lost to the HPER expansion project. The estimated cost includes the engineering fees, demolition of the existing structures, parking lot construction and lighting. The estimated construction cost per space is \$3,100.

The available funding for this project is \$414,679 and will come from the Parking and Hardscape account within the Plant Funds. The fees were originally generated through the faculty/staff parking permits and the student access and security fee. The project is currently being advertised with a bid opening date of May 8, 2013, and includes an alternate plan allowing the University the option to reduce or increase the number of spaces depending on the bid price. Any additional funds, if needed, will be transferred from unexpended Plant Funds once the bids are received.

The on-call engineering firm of Jacobs Engineering performed the design work. The Method of Finance (MOF) has been approved by the Arkansas Legislative Committee – Review, Arkansas Department of Higher Education and the Department of Finance and Administration. Construction is scheduled to be completed in early August, 2013.

The following resolution was unanimously adopted upon motion by Elizabeth Farris and second by Brad Lacy:

**“BE IT RESOLVED: That the Board of Trustees hereby authorizes the President and other officers of the University to enter into and execute any and all contracts, documents and agreements to expand the parking lot, as more particularly described above, but provided however, that the total project cost shall not exceed the sum of \$458,420, unless such excess is approved by the Board of Trustees.”**

### **Skyboxes/Weight Room Bank Loan**

This matter is brought before the Board of Trustees requesting authority to borrow funds to defease (extinguish) funds advanced by the University of Central Arkansas Foundation, Inc. (“Foundation”) for skyboxes and a weight training facility.

The request for a feasibility study on this matter was approved by the Board on April 5, 2013. It was considered and approved by the Arkansas Higher Education Coordinating Board (“Coordinating Board”) at its meeting on April 26, 2013, concerning the economic feasibility of obtaining a loan not to exceed \$3 million with a maximum term of up to fifteen (15) years at an estimated annual interest rate not to exceed five (5%).

The proceeds of a loan will be used to pay off the construction indebtedness owed by the Foundation. The Foundation debt was incurred in order to fund projects benefitting the University, including the skyboxes and weight training facility.

Bids were solicited on this loan from banks in Faulkner County, and the bids were opened on April 24, 2013. Three banks (Regions, Arvest and First Security) submitted bids. First Security Bank of Conway was selected by the reviewing committee as the best bid for this loan. The terms are as follows: \$3,000,000 loan, with a fixed interest rate of 3.94%, for a period of 15 years; the interest is payable monthly and principal is payable at anytime with no penalty; and a \$500 closing fee.

The following resolution was unanimously adopted upon motion by Bobby Reynolds and second by Kay Hinkle. Elizabeth Farris recused from the vote.

**“BE IT RESOLVED: That the Board of Trustees hereby approves a loan in the aggregate principal amount not to exceed \$3,000,000, on the terms and conditions set forth above to be made by First Security Bank of Conway, with the proceeds to be used to pay in full all indebtedness owed by the University of Central Arkansas to the University of Central Arkansas Foundation, Inc. under a Memorandum of Understanding; and the President of the University is authorized to execute and deliver to the foregoing financial institution any and all notes, contracts, agreements, or other document required or necessary to obtain said loan.**

**“BE IT FURTHER RESOLVED: That upon the payment in full of all sums, the existing Memorandum of Understanding with the University of Central Arkansas Foundation, Inc.**



shall be amended to conform to these provisions, and the President is authorized to execute such revised Memorandum of Understanding on behalf of the University.”

### **Concealed Weapons –Resolution Pursuant to Act 226 of 2013**

Board Policy No. 507, revised in December 2012, states as follows:

**The possession, carrying, storage or use of any handgun or firearm of any type is prohibited (a) on the university campus, (b) in any building owned or controlled by the university, and (c) at any university event.**

**The administration shall develop and publish notices advising all persons of this prohibition. The administration shall also publish such notices on the university’s website and in the *Faculty Handbook* and *Staff Handbook*, and shall develop and publish sanctions for violations of this policy consistent with Arkansas law and other university regulations.**

**These provisions shall not apply to any certified law enforcement officer employed by the University Police Department or any other certified law enforcement officer.**

This year, the Arkansas General Assembly approved legislation that became Act 226 of 2013. This act modifies the state’s concealed weapons law to allow full-time faculty and staff of a college/university with a concealed carry permit to carry a handgun in the buildings and on the grounds of the campus.

However, a provision in Act 226 allows the governing body of a college/university to “opt out” of the provision by adopting a resolution that disallows the carrying of a concealed handgun by faculty/staff in the buildings and on the grounds of the university/college, and such institution must post notices as required by Arkansas law. The law also provides that the resolution shall be effective for a period of one year.

The following resolution was adopted upon motion by Elizabeth Farris and second by Shelia Vaught. Kay Hinkle opposed the resolution.

**“BE IT RESOLVED: That the Board of Trustees (a) hereby ratifies and affirms the provisions of Board Policy No. 507 set forth above; (b) pursuant to the provisions of Act 226 of 2013 and commencing on the effective date of Act 226, hereby disallows the carrying of a concealed handgun by faculty/staff in the buildings or on the grounds of the University of Central Arkansas for a period of one year from such effective date of Act 226; and (c) directs and authorizes the administration to take any and all steps necessary to ensure the compliance with such “opt out” of the provisions of Act 226, including, but not limited to, the posting of any and all signs required or necessary to comply with the foregoing act.”**

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 507

Subject: Firearms Possession by Faculty or Staff

Date Adopted: 03/903/93 Revised: 12/12

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The possession, carrying, storage or use of any handgun or firearm of any type is prohibited (a) on the university campus, (b) in any building owned or controlled by the university, and (c) at any university event.

The administration shall develop and publish notices advising all persons of this prohibition. The administration shall also publish such notices on the university's website and in the *Faculty Handbook* and *Staff Handbook*, and shall develop and publish sanctions for violations of this policy consistent with Arkansas law and other university regulations.

These provisions shall not apply to any certified law enforcement officer employed by the University Police Department or any other certified law enforcement officer.

**“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 and second by Brad Lacy:

**“BE IT RESOLVED: That the Board of Trustees authorizes the administration to make revisions and enter into various contracts or renewals with Aramark; Coca-Cola Refreshments USA, Inc.; BBA Solutions; Cranford Johnson Robinson Woods; Canon Solutions America; First Security Bank; TME Inc. and Pack Engineering Inc.; EEG and EMTEC; Crafton Tull & Associates, Inc. and Jacobs Engineering Group, Inc.; Lockeby Engineering and TME, Inc.; Cromwell Architects and Engineers, Inc. and Stock-Mann Architects; Sebesta Blomberg & Associates, Inc. and Viridan; Garver Engineers and Haywood, Kenward, Bare & Associates; and Pearson Education, Inc.”**

The following resolution was unanimously adopted upon motion by Shelia Vaught and second by Brad Lacy. Bunny Adcock, Elizabeth Farris, and Kay Hinkle recused from voting.

**“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into a contract with Centennial Bank for banking services.”**

The following resolution was unanimously adopted upon motion by Bobby Reynolds and second by Kay Hinkle. Victor Green recused from voting.

**“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into a contract with Crews & Associates to conduct University underwriting bond services.”**

### **ARAMARK**

The administration seeks approval to revise the existing food service contract between ARAMARK and the University of Central Arkansas, which was approved by the Board of Trustees in April 2012.

The board plan rates (Section 13.B.4) are set forth in the agreement and are partially based on an average participation rate of 3,800 meal plan participants for the 2012-13 operating year and for each operating year thereafter (the “participant threshold”). The contract states that in the event the participant threshold is not reached during the operating year, ARAMARK and UCA shall mutually agree upon an adjustment to the Board Plan rates in order to equitably compensate ARAMARK for such shortfall.

It is the intention of ARAMARK and the administration to minimize the impact on the students by not increasing student meal plan rates above those approved by the Board in February of this year. The administration evaluated the financial commitments, which are set forth in Section 13 of the agreement and provide for the following:

- A. Section 13.H.2 acknowledges that ARAMARK shall make a financial commitment by way of a capital investment to UCA in an amount up to \$2,475,000. The amount allocated for Summer 2012 was \$1,575,000, of which \$1.1 million was used.
- B. This section also allocates \$900,000 for summer 2013 expenditures. UCA plans to use less than \$150,000 on projects during summer 2013.
- C. Section 13.I.2 states that ARAMARK shall provide a facilities renovation fund to be used by UCA for the renovation of existing food service facilities as mutually agreed upon by both parties. These funds will be accrued on an amount equivalent to 1.75% of net receipts from the food services program to be distributed as needed.

The administration is proposing changes in the contract with ARAMARK as set forth below.

**These changes will not require the University to pay any funds to ARAMARK or reduce the amount of funds that are paid to the University.**

Current year contract changes:

1. Reduce current investment (described in A. above) by \$100,000	\$10,000 annually
2. Reduce the renovation accrual balance (described in C. above) for FY13	<u>\$84,184</u> one time
Total FY13 savings	\$94,184

- *The balance in the renovation account for FY13 is \$103,567 prior to this reduction.*

Contract changes for remaining contract term:

1. Annual savings from current investment reduction (described in A. above)	\$10,000 annually
2. Reduce year 2 capital commitments (described in B. above) by \$615,000 (\$900,000 to \$285,000)	<u>\$68,333</u> ann. dep.
Total FY14 savings	\$78,333

- *The capital investment expenditures for summer 2013 will not exceed \$285,000.*
- *Savings on capital commitments represents the annual depreciation savings for the remaining 9 years on the contract.*

Other contractual changes:

- Reduce the meal plan participants from 3,800 to 3,650; and
- Modify contractual language to allow for negotiations of conditions beyond the board plan rates in order to satisfy the intent of the agreement.

**UNIVERSITY OF CENTRAL ARKANSAS**

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

Contract involving more than \$250,000  
Contract with a term exceeding one (1) year

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**SUMMARY**

1. Parties: University of Central Arkansas and BBA Solutions (“BBA”), doing business as Textbook Brokers
2. Purpose: Bookstore Operation and Management Services (since July 1, 2000, the University’s bookstore has been operated by Barnes and Noble; the current contract

with Barnes and Noble was entered into on July 1, 2011, and expires on June 30, 2013).

3. Public Bid/Purchasing Approval: Because the bookstore agreement was set to expire on June 30, 2013, a Request for Proposals (RFP) was issued. The response deadline was March 28, 2013. Five proposals were received (Follett Higher Education Group, Nebraska Book Company, Barnes and Noble, Texas Book Company, and BBA solutions).

A committee of six (6) persons from a cross-section of the campus was selected by the Office of Purchasing to evaluate the bookstore proposals. The committee had faculty, staff and student representation. The committee determined that negotiations should be entered into with BBA.

In addition, the financial aspects of the proposals were analyzed by three faculty members from the UCA College of Business (Drs. Tammy Rogers, Mike Casey, and Don Bradley), and this group concluded that the BBA proposal was the best proposal from a financial standpoint (assuming a continual decline of bookstore revenues, which is the current trend).

4. Term/Termination: The proposed agreement, if approved, will be effective July 1, 2013, and expire on June 30, 2023. Either party may terminate this contract, with or without cause, upon ninety (90) days prior written notice. BBA Solutions is entitled to receive payment for all services satisfactorily rendered; however, liquidated damages, if any, sustained by the University by virtue of any breach of the agreement by BBA solutions will be deducted.
5. University Funds to be paid: N/A
6. Funds Received:

- Primary Financial Offer:
  - Minimum annual guaranteed payment of \$350,000; and
  - A percentage of Textbook Brokers (current off-campus bookstore owned by BBA Solutions) annual gross revenue; this percentage will be between 1% and 2%, depending upon the amount of revenue on campus (see below);

OR

- 12% of all gross revenue up to \$3 million; plus 13% of all gross revenue between \$3 and \$4 million; plus 14% of all gross revenue above \$4 million; and
- if annual UCA bookstore gross revenues are less than \$3 million, then BBA will add 2% of the gross revenues from Textbook Brokers' UCA store; or if annual UCA bookstore gross revenues are between \$3 and

\$4 million, then BBA will add 1.5% of the gross revenues from Textbook Brokers' UCA store; or if annual UCA bookstore gross revenues are over \$4 million, then BBA will add 1% of the gross revenue from Textbook Brokers' UCA store.

- Additional Financial Offers:
  - Scenario 1:
    - One-time, unrestricted donation of \$150,000 (if the current bookstore is not relocated);
    - \$15,000 annual unrestricted donation;
    - \$5,000 annual textbook scholarship; and
    - \$5,000 for public related service events
  - Scenario 2:
    - \$200,000 toward the cost of a "finish out" of a building that UCA constructs on property located on Donaghey Avenue;
    - \$15,000 annual unrestricted donation;
    - \$5,000 annual textbook scholarship; and
    - \$5,000 for public related service events

7. Special Provisions/Terms/Conditions: None

8. Approval/Notification to UCA Foundation: None.

Form prepared by: Katie Henry, Interim General Counsel

Date: May 1, 2013

## UNIVERSITY OF CENTRAL ARKANSAS

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

Contract involving more than \$250,000  
Contract with a term exceeding one (1) year

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### SUMMARY

1. Parties: University of Central Arkansas and Coca-Cola Refreshments USA, Inc. ("Coca-Cola")
2. Purpose: Beverage services contract (since 2003, the University's beverage service has been operated by Pepsi pursuant to a contract between PepsiAmericas, Inc., and the University of Central Arkansas; the current contract with Pepsi was entered into on May 31, 2003, and expires on May 30, 2013).

3. Public Bid/Purchasing Approval: Because the 2003 beverage service agreement was set to expire in May 2013, a Request for Proposals (RFP) was issued on October 29, 2012. The response deadline was January 8, 2013. Two proposals were received. One was from Coca Cola, and the other was from Pepsi.

A committee of seven (7) persons from a cross-section of the campus was selected by the Office of Purchasing to evaluate the two beverage provider proposals. The committee had faculty and staff representation, with student input and participation. The committee determined that negotiations should be entered into with Coca-Cola.

In addition, the financial aspects of the two proposals were analyzed by three faculty members from the UCA College of Business (Drs. Tammy Rogers, Mike Casey, and Don Bradley), and this group concluded that the Coca-Cola proposal was the better of the two from a financial standpoint.

4. Term/Termination: The proposed agreement, if approved, will be effective May 31, 2013, and expire on May 30, 2023. The University may terminate the agreement at any time if: Coca-Cola fails to make any payment due pursuant to the agreement, and if such default continues for the 45-day period; or Coca-Cola breaches any material term/condition of the agreement and such breach continues uncured for the 45 day period.

Coca-Cola may terminate this agreement upon 45-days written notice to the University if: the University breaches any material term/condition of the agreement and such breach continues for the 45 day period; University's right to convey any of the promotional and beverage availability rights expire or are revoked; or any material component of the campus is closed for a period of at least 120 days.

5. University Funds to be paid: N/A

6. Funds Received:

- a. Conversion Fees: Coca-Cola will pay the University an aggregate of \$150,000 ("Conversion Fees") for the entire term of the agreement. The Conversion Fees will be paid in a lump sum within 60 days of the date of the agreement. This is essentially a "signing bonus."
- b. Sponsorship Fees: Coca-Cola will pay the University an aggregate of \$1,000,000 ("Sponsorship Fees") for the entire term of the agreement. The Sponsorship Fees will be paid in equal annual installments of \$100,000. The first installment will be paid within 60 days of the date of the agreement and subsequently will be due on the anniversary date of the agreement.
- c. Scholarship Funding: Coca-Cola will pay the University an aggregate of \$150,000 ("Scholarship Funding") for the entire term of the agreement. The Scholarship Funding will be paid in equal annual installments of \$15,000. The first installment will be paid within 60 days of the date of the agreement and subsequently will be due on the anniversary date of the agreement.

- d. Scoreboard Signage Funding: Coca-Cola will pay the University an aggregate of \$25,000 (“Scoreboard Funding”) for the entire term of the agreement. This one-time payment is for the purchase and installation of signs on the scoreboards at Estes Stadium and the Farris Center. The Scoreboard Funding will be paid within 60 days of the date of the agreement.
- e. Card Reader Funding: Coca-Cola will pay the University \$30,000 on a one-time basis to be used by the University for the purchase and installation of debit card readers in the vending machines provided by Coca-Cola.
- f. Marketing Fund: Each agreement year, Coca-Cola will provide the University with a marketing fund, with an approximate value of \$5,000, to be used to support mutually agreed upon marketing and promotional activities to promote the sale of products on campus.
- g. Recycling Fund: Each agreement year, Coca-Cola will provide the University with a recycling fund, with an approximate value of \$2,000, to be used to support recycling activities on campus.
- h. Growth Funding: During each agreement year in which the University and its food service provider (currently ARAMARK) collectively purchase and pay for 26,000 or more cases of beverages for sale on campus, the University will be eligible to earn growth funding from Coca-Cola in the amount of \$10,000.
- i. Rebates: Coca-Cola will pay the University rebates for each case (between \$2.00 and \$3.00 per case) of certain direct delivery beverages that are purchased by the University or its food service provider for sale on campus. At current consumption and purchases, the rebates are estimated to be \$48,000/year.
- j. Commissions: Coca-Cola will pay the University an initial commission rate of 30% on full-service beverage vending sales. If during any agreement year, the volume of bottler beverages vended through its vending machines falls below 4,500 cases, the commission rate for the following agreement year will decrease to 25%. At current consumption and with the vending rates proposed, it is estimated that annual commissions will be \$65,000/year.
- k. Complimentary Products: Each agreement year, Coca-Cola will provide the University with (i) 800 cases of 12 oz. beverages of University’s choosing or (ii) beverages of University’s choosing, having an estimated annual retail value of \$8,265.
- l. Powerade Kits: During the term of the agreement, Coca-Cola will provide the University with complimentary Powerade kits. The estimated value is \$12,800 for the first agreement year and \$10,300 for agreement years 2-10.

**Notes:**

- The commissions are based on vending prices of \$1.50 per transaction. Currently the vending price is \$1.25. According to representatives of Coca-Cola, the rebate calculations assume a slight decline in consumption the first year, but a rebound in consumption to current levels.
- The current contract with Pepsi generates \$120,000 in cash revenues each year. This amount is then distributed as follows: \$70,000 to athletics; \$25,000 to housing; and \$25,000 to the Student Center.



- Assuming the rebate and commissions flow as projected, the University will receive approximately \$213,000 per year from the new agreement with Coca-Cola from three sources: sponsorship funding; rebates; and commissions. In the proposed budget, the administration recommends that the current allocation remain the same and that the balance (\$120,000) remain in auxiliary revenues of the University, as set forth in the paragraph above.
- In regard to the \$150,000 “signing bonus,” the administration proposes that \$25,000 each be allocated to the following: (a) the Division of Student Services, to be used as directed by resolution of the Student Government Association; (b) the Staff Senate to be used as it determines; and (c) the Faculty Senate to be used as it determines. These are “one-time funds” and may not be used for salaries or other types of on-going projects or benefits. The remaining \$75,000 shall be held as auxiliary revenues of the University.

7. Special Provisions/Terms/Conditions:

- a. Coca-Cola will be recognized as the official beverage sponsor of University and University athletics;
- b. University will acknowledge Coca-Cola’s sponsorship of University athletics through verbal announcements and written acknowledgements in game day football, basketball and other major sports programs;
- c. Coca-Cola shall be recognized as the title exclusive beverage sponsor of University basketball and men’s football programs;
- d. Coca-Cola shall be provided signage in Estes Stadium and the Farris Center;
- e. University will display a banner provided by Coca-Cola at all major sporting events;
- f. University will provide Coca-Cola with a Purple Circle membership, which shall include reserved football seats and basketball tickets;
- g. University will provide Coca-Cola with one golf foursome in the University’s celebrity golf tournament sponsored by the Purple Circle;
- h. Upon request of Coca-Cola, University will provide Coca-Cola with tickets for unsold seats at events held on campus;
- i. University will provide Coca-Cola with a ½ page acknowledgment of Coca-Cola’s sponsorship of University athletics in all football and basketball programs.

8. Approval/Notification to UCA Foundation: None.

Form prepared by: Katie Henry, Interim General Counsel

Date: April 17, 2013

**University of Central Arkansas**  
**REASON FOR REQUIRING BOARD REVIEW AND ACTION:**  
**(Board Policy #416)**  
(Contract exceeds \$250,000 or the term exceeds one year)

**SUMMARY**

**Vendor:** Cranford Johnson Robinson Woods

**Amount:** \$800,000 per year, \$1,600,000.00 for two years

**Summary of Contract Information:** To continue with the implementation of a comprehensive multi-media marketing plan that will produce the best statewide outreach marketing campaign for UCA to reach new student enrollment goals.

**New Expiration Date:** 6/30/2015

**VENDOR:** Canon Solutions America (formally Copy Systems)

**Service:** Copier Leases

**Amount:** \$266,000 (estimated)

**Summary of Contract Information:** Renewal lease of copier fleet for the campus; renewal provides copy machine equipment with scanning, faxing and various other features; orders are placed on an as-needed basis.

**New Expiration Date:** 6/30/2014

**Vendor:** First Security Bank (short-term investment services)

**Amount:** N/A

**Summary of Contract Information:** This is an unlimited access account; the interest rate UCA receives on the funds in the account is based on the 91-day Treasury Bill rate +.76 basis points with a floor of .76%

**New Expiration Date:** 6/30/2014

**Vendor:** Centennial Bank (banking services)

**Amount:** N/A

**Summary of Contract Information:** (Depository) payroll, Perkins, travel and nursing accounts

**New Expiration Date:** 6/30/2014

**Vendor:** First Security (banking services)

**Amount:** N/A

**Summary of Contract Information:** (Depository) operating account, wire, student excess aid account and credit card services

**New Expiration Date:** 6/30/2014

**Vendor:** TME Inc. and Pack Engineering Inc.

**Amount:** \$250,000 estimated per vendor

**Summary of Contract Information:** On-call electrical engineering services for various campus construction projects

**New Expiration Date:** 6/30/2015

**Vendor:** EEG and EMTEC.

**Amount:** \$250,000 estimated per vendor

**Summary of Contract Information:** On-call environmental services for various campus construction projects

**New Expiration Date:** 6/30/2015

**Vendor:** Crafton Tull & Associates Inc. and Jacobs Engineering Group Inc.

**Amount:** \$250,000 per vendor

**Summary of Contract Information:** On-call civil engineering services for various campus construction projects

**New Expiration Date:** 6/30/2015

**Vendor:** Lockeby Engineering and TME Inc.

**Amount:** \$250,000 per vendor

**Summary of Contract Information:** On-call mechanical engineering services for various campus construction projects

**New Expiration Date:** 6/30/2015

**Vendor:** Cromwell Architects and Engineers Inc. and Stock-Mann Architects

**Amount:** \$250,000 per vendor

**Summary of Contract Information:** On-call architectural services for various campus construction projects

**New Expiration Date:** 6/30/2015

**Vendor:** Crafton Tull & Associates Inc. and Jacobs Engineering Group Inc.

**Amount:** \$250,000 per vendor

**Summary of Contract Information:** On-call landscaping services for various campus construction projects

**New Expiration Date:** 6/30/2015

**Vendor:** Sebesta Blomberg & Associates Inc. and Viridan

**Amount:** \$250,000 per vendor

**Summary of Contract Information:** On-call Leaders in Energy and Environmental Design (LEED) commissioning services consisting of a suite of rating systems for the design, construction and operation of high performance green buildings for various campus construction projects

**New Expiration Date:** 6/30/2015

**Vendor:** Garver Engineers and Haywood, Kenward, Bare & Associates

**Amount:** \$250,000 per vendor

**Summary of Contract Information:** On-call land surveying services for various campus projects

**New Expiration Date:** 6/30/2015

**Vendor:** Crews & Associates (*informational purposes only*)

**Amount:** \$4.65 per \$1000 of bonds

**Summary of Contract Information:** To conduct University underwriting bond services.

**New Expiration Date:** 6/30/2014

**UNIVERSITY OF CENTRAL ARKANSAS**

**REASON FOR REQUIRING BOARD REVIEW AND ACTION:**

***(Board Policy #416)***

Contract with a term exceeding one year

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**SUMMARY**

1. **Parties:** University of Central Arkansas and Pearson Education, Inc.
2. **Purpose:** Agreement to publish and deliver an original material textbook and workbook (authored by Jo Karen Hudson and Lisa Christman, faculty members in University College) for beginning algebra and intermediate algebra courses in University College.
3. **Term:** 3 academic years of usage
4. **University Funds to be paid:** None (students will purchase the books from the bookstore)
5. **Funds Received:** Royalties received from the sale of the books will be deposited into an account at the University of Central Arkansas Foundation, Inc.
6. **Public Bid/Purchasing Approval:** None
7. **Special Provisions/Terms/Conditions:** None
8. **Approval/Notification to UCA Foundation:** None.

Form prepared by: Katie Henry, Interim General Counsel

Date: April 19, 2013

**“Mandatory Residence Hall Requirements”- Board Policy No. 701**

Board Policy No. 701, Mandatory Residence Hall Requirement, was adopted in 1971. The Housing Master Plan committee reviewed this board policy and suggested revisions, which include a compliance incentive that will encourage all unmarried, full-time freshmen students who enter the University with less than 21 semester hours credit (excluding high school concurrent credits) to live in a residence hall for two semesters, unless a specific exemption is authorized by the Director of Housing or the University Housing Exemption committee.

The administration believes that the campus residence life experience adds to a student’s overall academic and personal development and, therefore, is an essential and vital part of the total college experience. As part of the University’s Strategic Plan to increase retention and graduation rates, the Housing Master Plan Committee believes that the proposed revisions will ensure that more freshmen students will comply with the mandatory residence hall requirement, as set forth in Board Policy No. 701.

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

**“BE IT RESOLVED: That the Board of Trustees hereby approves the following revisions to ‘Mandatory Residence Hall Requirements’, Board Policy No. 701.”**

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 701

Subject: Mandatory Residence Hall Requirements

Date Adopted: 04/71 Revised: 08/83, 02/88, 02/12, 05/13

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All unmarried full-time freshmen students who enter with less than 21 semester hours credit (excluding high school concurrent credits) are required to live in a residence hall for two semesters, unless a specific exemption is authorized by the Director of Housing or University Housing Exemption Committee. (However, freshmen are not required to live in any particular residence hall.) UCA feels believes that the residence residential experience adds to the students' overall academic and personal development and, therefore, is an essential and vital part of the total college experience. There will be numerous programs for the new students in the halls, coordinated through the central Housing and Residence Life Office, which will encompass the academic, social, and recreational emotional areas of development.

Exceptions will be made for students meeting one of the following approved exemption criteria:

- Commuting from the permanent legal residence of a parent, legal guardian, grandparent, married sibling or aunt/uncle;
- Military leave;
- Married and living with spouse;
- Custody of a dependent child;
- Age 21 years or older;
- Enrolled in less than 12 credit hours;
- Transferring in with more than 21 hours (excluding high school concurrent); or
- Transfer student who has lived in a residence hall at another campus for two or more semesters.

Exemption requests must be submitted in writing, along with the appropriate documentation, by July 1 for the fall semester and December 1 for the spring semester. Students who fail or refuse to comply with the residency requirement and/or who furnish false information to a university official in connection with a request for an exemption will be assessed charges for a residence hall double occupancy room and meal plan per semester and may be subject to disciplinary action.

~~Students living with parents, legal guardians, or close relatives are exempt from this policy. Living with a close relative is defined as any place of abode owned, rented, or leased and occupied by a grandparent, married brother or sister, aunt, or uncle.~~

~~Also, any individual who is over 21 years of age at the beginning of his/her first semester at UCA, or a transfer student who has lived in a residence hall at another campus for two or more semesters, will be exempt from this requirement.~~

### **Faculty Handbook - Revisions**

The UCA *Faculty Handbook* Committee recommends extensive revisions to the opening pages and Chapters 1, 2, 4, 6, and 8 of the current *Faculty Handbook* (“FHB”). Chapter 3 has one revision, and the committee has not considered Chapters 5 and 7 this year, but review of the remaining chapters will be on the committee’s agenda for the upcoming academic year. The following is a summary of the recommended revisions:

- Title Page: text added and deleted to update the “NOTICE”
- Foreword: addition of paragraph regarding FHB questions and concerns, deletion of one paragraph
- New Page: Mission, Vision, Diversity statements amended to reflect board-approved language from the Strategic Plan
- Chapter 1: completely rewritten

- Chapter 1, I: Role and Scope revised to correspond with ADHE designation for UCA
- Chapter 1, II: revised to reflect Strategic Plan, Core Values added in II A-D
- Chapter 2: I, citations added, deleted text
- Chapter 2, II, reordered existing text for clarity
- Chapter 2, III, B., corrected administrative titles, C. brought paragraph up to date
- Chapter 2, IV, opening revised and updated, A. title change, 1. a. reordered and deleted text, b. deleted text, c. complete revision, 3. changed to B., new title
- Chapter 2, V, Faculty Senate Constitution voted on by all faculty and revised accordingly
- Chapter 3: III, C. 1., revised to include library faculty appointment and advancement to the ranks of lecturer I, II, and senior lecturer
- Chapter 4: title of chapter modified, opening section added
- C 4, I., section modified to include faculty goals
- C 4, II., III, IV, V, VI, text added and revised for clarification
- C 4, VII., added language regarding student evaluations
- C 4, VIII, IX, X, XI, XII, text moved or revised for clarity, currency, and accuracy, URLs added where appropriate
- Chapter 6: title revised, Chapter 8 information incorporated throughout
- C 6, I, A. – M., selected board policy titles and numbers, including URLs
- C 6, II, A. – G., list of selected state laws and standards, including links
- C 6, III, A., C., F., text moved here from other chapters and sections, with some modifications and deletions
- C 6, III, B., first paragraph modified, remaining paragraphs deleted
- C 6, III, D., section extensively updated to reflect current policy and information
- C 6, III, E., section updated, includes link to new key policy
- C 6, IV, title change, A., section created with existing text deleted, moved, and updated
- C 6, IV, B., new section includes selected directory information for offices, documents, and services considered to be of interest to faculty
- Chapter 8: pertinent text moved to Chapter 6, remaining text deleted
- Chapters 5 and 7: to be reviewed during the 2013-2014 academic year

The recommendations of the *Faculty Handbook* Committee have been considered and endorsed by the Faculty Senate, and other appropriate administrators.

The following resolution was unanimously adopted upon motion by Elizabeth Farris and second by Kay Hinkle:

**“BE IT RESOLVED: That the Board of Trustees hereby approves the revisions to the UCA *Faculty Handbook*.”**

### **Staff Handbook - Revisions and Staff Senate Constitution Ratification**

Beginning in 2012, the Staff Handbook Committee, Staff Senate, Office of Human Resources, and other administrators began reviewing the UCA *Staff Handbook*, which was dated May, 2008. Every area of the handbook has been updated or new information added.

The following is a summary of the revisions to the *Staff Handbook*:

- Added Vision, Mission and Goals for the University based on Higher Learning Commission guidelines and campus meetings;
- Added Historical timeline of the University;
- Updated Board policy changes (including Grievance Policy and alcohol use) and provided a link to each policy on the University's web site;
- Updated the University organizational chart;
- Added tables to display lists and other information in an effort to make the document more user-friendly;
- Updated retirement plan options/changes and other benefits offered by the University;
- Extended campus services to include items such as speech pathology, health services and ATMs;
- Added information about the use of University names and logos, as well as use of facilities;
- Added information about the University's key policy;
- Added information about BearCard and BearBucks;
- Added "Separation of Service" section and a separation checklist;
- Clarified policies for catastrophic leave, maternity/paternity leave, emergency hires, and regular hires; and
- Created a more professional appearance and a format that is easy to understand and use.

***"BE IT RESOLVED: That the Board of Trustees hereby approves the UCA Staff Handbook."***

#### **"Academic Integrity Policy" - Board Policy No. 709**

Board Policy No. 709, "Academic Integrity Policy", was adopted in 2010. The Provost's Office and other administrators have reviewed the policy and propose several revisions. The following is a summary of the revisions:

- Deleted the word "policy" from the title;
- Section C, Requirement to Inform Students, has been revised to change "The Divisions of Academic Affairs and Student Services" to "UCA"; to change "the seminar" to "an official orientation program"; and to delete references to an online version of the academic integrity training, as well as a remedial workshop;
- Section E, Penalties for Academic Misconduct, has been revised to delete a redundant reference to electronic files; to state that all official allegations will be maintained in a permanent electronic record by the Registrar; to further explain the consequences of a



- second infraction for undergraduate students and first infraction for graduate students; and to clarify that the cost of the Academic Integrity course or workshop will be paid by the student and charged to his or her account;
- Section G, Appeal Process, has been revised to include language that any appeal of a course grade as a result of sanctions will follow the procedures outlined in this policy rather than the grade appeal process; and to update titles; and
  - Section H, Procedures for the Academic Integrity and Discipline Committee, has been revised to define what is required to reach a quorum for the committee and to state that if any person is unable to attend, that person may submit written information on his/her behalf.

The following resolution was unanimously adopted upon motion and second:

**“BE IT RESOLVED: That the Board of Trustees hereby approves the following revisions to ‘Academic Integrity Policy’ - Board Policy No. 709.”**

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 709

Subject: Academic Integrity Policy

Date Adopted: 02/10/10 Revised: 05/13

**A. Academic Integrity**

The mission of the University of Central Arkansas commits all members of the university community to acquiring, sharing, evaluating, and communicating knowledge. Such a commitment includes an expectation of academic integrity, an organizational and individual commitment to honesty and responsibility in teaching and learning. By their affiliation with the University of Central Arkansas, all members of the university community are committed to shared responsibility for maintaining the highest standards of academic integrity. Although this policy focuses on the academic integrity in course-related work, its basis and context is the commitment made by the entire university community.

**B. Academic Misconduct**

Violation of the expectation of academic integrity is academic misconduct. Examples of misconduct commonly identified by universities include but are not limited to those listed here (definitions are quoted from the *Random House Webster’s Unabridged Dictionary*, 1999 ed.):

- *Cheating*: to cheat is, in an academic context, “to take an examination or test in a dishonest way, as by improper access to answers.” Cheating may also occur in the context of other academic assignments.
- *Plagiarism*: “the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.” This concept may apply to any kind of intellectual property.
- *Fabrication*: to fabricate is, in this context, “to fake; forge (a document, signature, etc.).” Fabrication is commonly associated with the falsified research findings.

Other forms of academic misconduct may include unauthorized collaboration or submitting the same paper or portions of the same paper to two different courses without the consent of both instructors. The university will provide extensive publicly accessible examples of and information about forms of academic misconduct (see section C, below).

The University’s academic integrity policy applies to all students enrolled in courses at the University of Central Arkansas. All forms of academic misconduct at the University of Central Arkansas will be regarded as serious.

### C. Requirement to Inform Students

~~The Divisions of Academic Affairs and Student Services UCA will conduct an discuss the academic integrity seminar policy during new student orientation for freshmen, transfer, and graduate students each fall semester. Beginning in the fall 2010, first-year freshman students will be required to participate in an official orientation program the seminar. Other seminars, including an online version related to academic integrity, will be made available to faculty, students, and staff from time to time each year.~~

~~The Divisions of Academic Affairs and Student Services will collaboratively develop one or more remedial Academic Integrity Workshops. (See section E, below.)~~

The Divisions of Academic Affairs and Student Services will collaborate in publishing information about academic integrity and misconduct, with explanations and examples intended to help students make informed decisions about how they conduct themselves in their academic work, including the use and presentation of information.

Beginning in the fall semester 2010, every course syllabus, including those for courses offered by distance education, must include the following language: “The University of Central Arkansas affirms its commitment to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Students in this course are subject to the provisions of the university's Academic Integrity Policy, approved by the Board of Trustees as Board Policy No. 709 on February 10, 2010, and published in the *Student Handbook*. Penalties for academic misconduct in this course may include a failing grade on an assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Continued enrollment in

this course affirms a student’s acceptance of this university policy.” An instructor may include in the course syllabus additional information about academic integrity if he/she wishes to do so.

#### **D. Notification of Charge of Academic Misconduct**

In the event an instructor determines that a student has engaged in academic misconduct, the instructor will notify the student of the allegation and the basis on which it is made and inform him/her of the action or sanction the instructor deems appropriate, consistent with the terms of section E of this policy.

The University Registrar will provide a form to be used by instructors in reporting allegations of academic misconduct.

#### **E. Penalties for Academic Misconduct**

1. Each instructor will decide on a case-by-case basis what penalty will be given to the student for his/her academic misconduct; such penalty may include a failing grade on the assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate. Depending on the nature of the misconduct and the context in which it occurs, other penalties may be appropriate; additional penalties, if any, will be recommended by the instructor in consultation with the department chair. The instructor will submit the signed Academic Integrity Violation form to the department chair as notification of the allegation and penalty/penalties. The chair confirms the allegation by signing the form and submitting it to the University Registrar for recording entry in Banner (the “official allegation”).
2. Using the student’s preferred email address listed in Banner, the department chair will inform the student of his/her right to appeal. Within ten (10) working days of the department chair’s notification, the student has a right to appeal the decision through the procedures set forth below.
3. ~~If the student does not appeal, the department chair will send all documentation provided by the instructor to the University Registrar for creation of the electronic file (see section F, below).~~

#### **Institutional Penalties**

Institutional responses to allegations of misconduct fall into two categories: (1) automatic penalties based on an official allegation and (2) additional penalties that will result if the student is not exonerated. The institutional responses seek both to educate and reprimand students while promoting academic integrity. These responses vary based on student classification, previous infractions, and their outcome.

All official allegations against a student, whether undergraduate or graduate, made by the instructor and confirmed by the department chair, **will be maintained in a permanent electronic record by the Registrar** result in a permanent citation in the student record in ~~Banner~~. Similarly, every official allegation made by the instructor and confirmed by the department chair, may result in course-related sanctions determined by the instructor. Other penalties may apply on a first infraction, based on the nature and context of the misconduct. Penalties will escalate on further infractions.

The following escalating consequences apply to *undergraduate students*:

- Second infraction
  - Automatic additional penalties: completion of compulsory Academic Integrity ~~Workshop~~ course or workshop as determined by the university to be completed within forty-five (45) calendar days of notification of the requirement to complete the course or workshop by the Registrar or a registration hold will be placed on the student's file. The cost of this course/workshop will be paid by the student and charged to their student account.
  - Additional penalty, if not exonerated: meeting with administrator (dean or designee)
- Third infraction
  - Additional penalty, if not exonerated: referral to Academic Integrity and Discipline Committee for possible university sanction (e.g., probation, suspension, expulsion)
- Subsequent infractions
  - Automatic additional penalty: referral to Academic Integrity and Discipline Committee for university sanction (e.g., probation, suspension, expulsion)

The following escalating consequences apply to *graduate students*:

- First infraction
  - Automatic additional penalties: (1) completion of compulsory Academic Integrity ~~Workshop~~ course or workshop as determined by the University to be completed within forty-five (45) calendar days of notification of the requirement to complete the course or workshop by the Registrar or a registration hold will be placed on the student's file; the cost of this course/workshop will be paid by the student and charged to his or her student account; (2) meeting with graduate dean
- Second infraction

- Automatic additional penalty: referral to Academic Integrity and Discipline Committee for university sanction (e.g., probation, suspension, expulsion)

#### Third infraction

- Automatic additional penalty: expulsion from the Graduate School

### **F. Academic Misconduct File**

All documentation relevant to a student's academic misconduct will be maintained in both electronic and paper files. The electronic files will be created and housed in the Office of the Registrar, based on documentation submitted by a department and, if applicable, developed in an appeal process. Hard paper copies will reside on file in the office of the college dean or administrator in whose college/division the alleged misconduct occurred. Academic misconduct files shall only be used by non-student university employees as necessary in the case of an appeal. If the student makes a formal appeal, it will be decided in accordance with the procedures set forth below.

### **G. Appeals Process**

A student may appeal the charge of academic misconduct and any sanctions or actions taken by the instructor through the procedures set forth below, beginning at the department level and proceeding to the university level if necessary.

#### 1. Appeals at the Department/College Level

- a. The instructor will advise the student of an accusation of academic misconduct and the penalties to be applied. Within ten (10) working days of receiving this information and the chair's notification of his/her right to appeal (see E.2), a student may meet informally with the instructor to attempt to resolve the matter.
- b. If the student is not satisfied with the action of the instructor, then within ten (10) working days of the meeting with the instructor, the student may submit a formal written appeal to the department chair. Within ten (10) working days of receipt of the written appeal, the chair will meet with the student to attempt to resolve the matter.
- c. If the student is not satisfied with the action of the department chair, then within ten (10) working days of the meeting with the department chair, the student may submit a formal written appeal to the dean of the appropriate college, with copies to the instructor and the department chair.
- d. Within ten (10) working days of receipt of the written appeal, the instructor and department chair must submit the following materials to the dean of the college: a description of the academic misconduct and any penalties assigned, and all pertinent documentation concerning the academic misconduct. The dean of the college may ask for

additional documentation from the student's academic misconduct file if such documentation exists.

- e. Within ten (10) working days of receipt of the appeal, the dean of the college will submit a written decision to the student with copies to the instructor and to the department chair. The dean of the college will forward the written decision and documentation to the University Registrar for the permanent electronic record and retain all pertinent documentation regarding the academic misconduct in the student's academic misconduct file.

## 2. Appeals at the University Level

- a. If not satisfied with the action of the dean of the college, the student may submit, within ten (10) working days after receiving notice of the decision, a written appeal to the dean of students for referral to the Academic Integrity and Discipline Committee. **Any appeal of course grade as a result of sanctions will follow the procedures outlined in this policy rather than the grade appeal process.**
- b. Within ten (10) working days of receipt of the student's appeal, the dean of students will refer the appeal to the Academic Integrity and Discipline Committee for a hearing and inform the instructor, department chair, college dean, dean of students, and (as appropriate) the ~~undergraduate~~ **Associate Provost for Finance and Administration** and graduate dean. The composition of the Committee and the procedures to be followed are set forth in Section H below.
- c. The Committee will submit the report of the hearing and the recommendations of the Committee to the Provost and Vice President for Student Services. The Provost and Vice President for Student Services may choose appropriate designees to act on their behalf. The Provost and Vice President for Student Services (or designees) will render the final decision after considering the recommendations and report of the Academic Integrity and Discipline Committee. The Provost and Vice President for Student Services (or designees) will send a report of the final decision to the student, instructor, department chair, college dean, dean of students, and the undergraduate or graduate dean. The report, along with the written recommendation of the Committee and any additional documentation developed in the appeals process, is forwarded to the University Registrar for completion of the Banner record and permanent electronic archiving.

## **H. Procedures for the Academic Integrity and Discipline Committee**

The following procedures apply to the Academic Integrity and Discipline Committee when it is reviewing cases of academic misconduct.

1. The dean of students will give the Committee a copy of the appeal and all pertinent documentation regarding the charge of academic misconduct. Copies of the appeal will also be sent to the instructor, department chair, college dean, dean of students and (as appropriate) the undergraduate and graduate dean.

2. Academic integrity hearings require a quorum, which will be met when fifty percent (50%) plus one of the Committee members are present with ~~and~~ at least one appointee from the staff, the faculty, and the Student Government Association ~~must be~~ present. Decisions must be reached by a majority of the members present. The chair may cast a deciding vote in the event of a tie. The number of yes, no, and abstention votes will be recorded without designating individual votes.
3. The student, instructor, department chair, and the relevant deans will be entitled to five (5) working days' notice of the date, time, and place of hearing.
4. After the Committee considers the matters referred to it by the dean of students, the student and instructor may present relevant witnesses and documentary evidence. The Committee will accept all relevant oral testimony and documentation that it feels to be relevant and material to the issue. The chair has the power to rule on the admissibility of the evidence and on the relevance of questions. The responsibility for questioning witnesses, securing evidence, and determining the degree of proof will be vested in the Committee.
5. Strict judicial rules of evidence will not be applied. The student, the instructor, the department chair, and the appropriate deans may be accompanied by an advisor, who may be an attorney. The University general counsel may be present to advise the Committee. An attorney will not be provided at University expense. Advisors will only function in an advisory capacity; they will not address the Committee, question witnesses, or otherwise actively participate in the hearing.
6. The student and the instructor (and advisors), the department chair, the college dean, the dean of students, and the undergraduate or graduate dean (as appropriate) may be present at any time testimony is presented and be provided copies of all evidence considered by the Committee. If any person is unable to attend, that person may submit written information on his/her behalf.
7. The office of the college dean or administrator in whose unit the alleged misconduct occurred will retain and secure copies of all evidence considered by the Committee.
8. A copy of the minutes and the Committee's recommendation will be provided to the student, the instructor, the department chair, the college dean, dean of students, the undergraduate or graduate dean (as appropriate), the Vice President for Student Services and the Provost within ten (10) working days of the final meeting of the Committee.
9. Within ten (10) working days of receipt of the Committee's recommendation, the Provost and the Vice President for Student Services, or their designees, will render a final decision. The Provost and the Vice President for Student Services, or their designees, will give the student, the instructor, the department chair, the college dean, and the undergraduate and graduate deans (as appropriate) written notice of the final decision. The report, along with the written recommendation of the Committee and any

additional documentation developed in the appeals process, is forwarded to the University Registrar for completion of the Banner record and permanent electronic archiving.

### **“Fees – General Registration and Others” – Board Policy No. 630**

The administration proposes the following changes in mandatory general tuition and fees:

**General Registration (Tuition):** For undergraduate students, the current tuition rate (the general registration fee) is \$183.25 per credit hour. For graduate students, the current tuition rate is \$225.80 per credit hour. Based upon a review of the needs of the University and in order to prepare the proposed operating budget for the University for the next academic year, the administration recommends that tuition for undergraduate students be increased by \$8.25 per credit hour, which would make the hourly tuition rate \$191.50.

For graduate students, the administration proposes a new hourly rate of \$235.96, an increase of \$10.16 per credit hour.

**Justification:** The proposed general tuition rate reflects a 4.50% increase. If approved, this increase will generate approximately \$2.2 million in additional revenue for the operating budget, assuming the same enrollment of full-time equivalent students as the current academic year (2012-13). As described more fully in the budget summary, the additional revenue will be applied toward an overall 3% salary increase, which includes a 2% increase for those with faculty rank and 1% for a faculty equity pool. Non-faculty positions will receive an increase of 3%. Raises for promotion and tenure and diversity needs will also be funded by this proposed increase.

**Student Activities Board (“SAB”):** Currently, the Student Activities Board (“SAB”) fee is \$8.00 per semester. The fee was enacted to provide funding for speakers, entertainers and social activities for the student body. The revenue, to date, for the fiscal year beginning on July 1, 2012 (FY13), is \$159,469 (FY12 revenue was \$164,492). The Student Government Association (“SGA”) is proposing an increase of 150%, which will be phased in over two years. The proposed increases will result in a fee amount of \$16.00, beginning in the fall of 2013, and \$24.00, beginning in the fall of 2014. The administration further proposes to convert the fee from a “per semester” to a “per hour” fee, which is consistent with the University’s preferred approach of fee assessment (\$8.00 fee equals \$ 0.53 per hour; \$16.00 fee equals \$1.06 per hour; and \$24.00 fee equals \$1.59 per hour).

**Justification:** If approved, the proposed increase will generate approximately \$168,000 in additional revenue for the SAB in FY14 (beginning on July 1, 2013), and a similar incremental amount for FY15 (beginning on July 1, 2014), assuming the same enrollment of full-time equivalent students as the current academic year (2012-2013). The additional revenue will be used to expand offerings and provide a better quality of student experiences.



**Conclusion: The proposed tuition and fee increases equal an overall increase of 3.59% for undergraduates and 3.66% for graduate students.**

**With the proposed tuition increase and SAB fee increase, an undergraduate student taking 15 hours will pay an additional \$131.65 per semester, and a graduate student taking 12 hours will pay an additional \$126.64 per semester.**

### **Global Education Project (GEP)**

Since 2011, the University of Central Arkansas has entered into agreements with foreign universities to establish the Global Education Project (GEP). The general purpose of the agreements is to establish a specific educational program between participating institutions, which will promote academic linkages and enrich understanding of the cultures of the countries involved.

In order to enter into these agreements in an appropriate timeframe, the University must establish a flat rate that encompasses several estimated costs.

**GEP Rate:** The GEP rate for fall 2012 and spring 2013 is \$6,950 per semester. This rate includes 12 undergraduate hours, housing, meals, insurance, and other necessary costs.

The GEP rate for each 5-week summer session in 2012 was \$2,775. This rate included 6 undergraduate hours, housing, meals, insurance, and other necessary costs.

**Justification:** Based upon a review of the proposed program costs for the next academic year, the administration proposes that the GEP rate be increased by \$300 for fall 2013 and spring 2014, making the per semester rate \$7,250; and the 5-week Summer sessions for 2013 be increased by \$225, making the per session rate \$3,000.

**Conclusion:** The proposed GEP rate increase equals an overall increase of 4.3% for the fall and spring semesters and an increase of 8.1% for the summer sessions.

**With the proposed GEP rate increases, a GEP undergraduate student taking 12 hours will pay an additional \$300 per fall and spring semester. An undergraduate student taking 6 hours will pay an additional \$225 per 5-week summer session.**

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

**“BE IT RESOLVED: That the Board of Trustees approves the following schedule of fees as the General Registration and Fee charges, effective fall 2013.”**

**UNIVERSITY OF CENTRAL ARKANSAS**  
**BOARD POLICY 630 Fee Schedule**  
**Undergraduate Fall 2013/Spring 2014**

	2012-2013		Proposed 2013-2014		Change		% Change
	Per Hour	15 Hrs	Per Hour	15 Hrs.	Per HR	Semester	
<b>UNDERGRADUATE FALL/SPRING</b>							
General Registration	183.25	2,748.75	191.50	2,872.50	8.25	123.75	4.50%
Athletic	17.00	255.00	17.00	255.00	-	-	0.00%
Student Ctr/Recreation	4.25	63.75	4.25	63.75	-	-	0.00%
Facilities Fee	9.00	135.00	9.00	135.00	-	-	0.00%
HPER	9.12	136.80	9.12	136.80	-	-	0.00%
Fine/Performing Arts	2.00	30.00	2.00	30.00	-	-	0.00%
Cooperative Education	0.50	7.50	0.50	7.50	-	-	0.00%
Technology	7.50	112.50	7.50	112.50	-	-	0.00%
Library	3.00	45.00	3.00	45.00	-	-	0.00%
Writing/Retention	0.35	5.25	0.35	5.25	-	-	0.00%
SAB		-	1.06	15.90	1.06	15.90	
Activity Fee Sem		15.50		15.50	-	-	0.00%
SAB Sem		8.00		-	-	(8.00)	-100.00%
Publicaton Sem		6.00		6.00	-	-	0.00%
Radio Station Sem		5.00		5.00	-	-	0.00%
Access and Security Sem		27.00		27.00	-	-	0.00%
Health Service Sem		65.00		65.00	-	-	0.00%
<b>Total Per Hour and Per Sem</b>	<b>235.97</b>	<b>3,666.05</b>	<b>245.28</b>	<b>3,797.70</b>	<b>9.31</b>	<b>131.65</b>	<b>3.59%</b>
Out-of-State (Note 1)	183.25	2,748.75	191.50	2,872.50	8.25	123.75	4.50%
Out-of-State Total	419.22	6,414.80	436.78	6,670.20	17.56	255.40	3.98%
<b>ONLINE UG FALL/SPRING</b>							
Online Registration	183.25	2,748.75	191.50	2,872.50	8.25	123.75	4.50%
Online Fee	77.72	1,165.80	78.78	1,181.70	1.06	15.90	1.36%
Access and Security Sem		27.00		27.00	-	-	0.00%
Health Service Sem		65.00		65.00	-	-	0.00%
<b>Total Per Hour and Per Sem</b>	<b>260.97</b>	<b>4,006.55</b>	<b>270.28</b>	<b>4,146.20</b>	<b>9.31</b>	<b>139.65</b>	<b>3.49%</b>

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY 630 Fee Schedule  
Undergraduate Summer 2014**

	Summer 2013		Proposed Summer 2014		Change		% Change
	Per Hour	15 Hrs	Per Hour	15 Hrs.	Per HR	Semester	
<b>UNDERGRADUATE SUMMER</b>							
<b>Per Hour Fees</b>							
General Registration	183.25	2,748.75	191.50	2,872.50	8.25	123.75	4.50%
Athletic	17.00	255.00	17.00	255.00	-	-	0.00%
Student Ctr/Recreation	4.25	63.75	4.25	63.75	-	-	0.00%
Facilities Fee	9.00	135.00	9.00	135.00	-	-	0.00%
HPER	9.12	136.80	9.12	136.80	-	-	0.00%
Fine/Performing Arts	2.00	30.00	2.00	30.00	-	-	0.00%
Cooperative Education	0.50	7.50	0.50	7.50	-	-	0.00%
Technology	7.50	112.50	7.50	112.50	-	-	0.00%
Library	3.00	45.00	3.00	45.00	-	-	0.00%
Writing/Retention	0.35	5.25	0.35	5.25	-	-	0.00%
SAB (Student Activity Board)	-	-	1.06	15.90	1.06	15.90	
<b>Total Per Hour</b>	<b>235.97</b>	<b>3,539.55</b>	<b>245.28</b>	<b>3,679.20</b>	<b>9.31</b>	<b>139.65</b>	<b>3.95%</b>

	Full Term			
	May	& 10-Week	Summer 1	Summer 2
<b>Per Semester/Term Fees</b>				
Access & Security (Note 1)	15.00	15.00	15.00	15.00
Health Services (Note 2)	32.50	65.00	32.50	32.50
SAB (Student Activity Board)	-	-	-	-
Student Activity	3.50	3.50	3.50	3.50
<b>Total Per Semester/Term Fees</b>	<b>51.00</b>	<b>83.50</b>	<b>51.00</b>	<b>51.00</b>

The SAB fee will increase and change from a per semester/term fee to a per hour fee

	Summer 2013		Proposed Summer 2014		Change		% Change
	Per Hour	15 Hrs	Per Hour	15 Hrs.	Per HR	Semester	
<b>ONLINE UG SUMMER</b>							
<b>Per Hour Fees</b>							
Online Registration	183.25	2,748.75	191.50	2,872.50	8.25	123.75	4.50%
Online Fee	77.72	1,165.80	78.78	1,181.70	1.06	15.90	1.36%
<b>Total Per Hour</b>	<b>260.97</b>	<b>3,914.55</b>	<b>270.28</b>	<b>4,054.20</b>	<b>9.31</b>	<b>139.65</b>	<b>3.57%</b>

	Full Term			
	May	& 10-Week	Summer 1	Summer 2
<b>Per Semester/Term Fees</b>				
Access & Security (Note 1)	15.00	15.00	15.00	15.00
Health Services (Note 2)	32.50	65.00	32.50	32.50
<b>Total Per Semester/Term Fees</b>	<b>47.50</b>	<b>80.00</b>	<b>47.50</b>	<b>47.50</b>

No changes to per-semester/term fees

**UNIVERSITY OF CENTRAL ARKANSAS**  
**BOARD POLICY 630 Fee Schedule**  
**Graduate Fall 2013/Spring 2014**

	2012-2013		Proposed 2013-2014		Change		% Change
	Per Hour	12 Hrs	Per Hour	12 Hrs	Per HR	Semester	
<b>GRADUATE FALL/SPRING</b>							
General Registration	225.80	2,709.60	235.96	2,831.52	10.16	121.92	4.50%
Athletic	17.00	204.00	17.00	204.00	-	-	0.00%
Student Ctr/Recreation	4.25	51.00	4.25	51.00	-	-	0.00%
Facilities Fee	9.00	108.00	9.00	108.00	-	-	0.00%
HPER	9.12	109.44	9.12	109.44	-	-	0.00%
Fine/Performing Arts	2.00	24.00	2.00	24.00	-	-	0.00%
Technology	7.50	90.00	7.50	90.00	-	-	0.00%
Library	3.00	36.00	3.00	36.00	-	-	0.00%
Writing/Retention	0.35	4.20	0.35	4.20	-	-	0.00%
SAB	-	-	1.06	12.72	1.06	12.72	
Activity Fee Sem		15.50		15.50	-	-	0.00%
SAB Sem		8.00		-	-	(8.00)	-100.00%
Publicaton Sem		6.00		6.00	-	-	0.00%
Radio Station Sem		5.00		5.00	-	-	0.00%
Access and Security Sem		27.00		27.00	-	-	0.00%
Health Service Sem		65.00		65.00	-	-	0.00%
<b>Total Per Hour and Per Sem</b>	<b>278.02</b>	<b>3,462.74</b>	<b>289.24</b>	<b>3,589.38</b>	<b>11.22</b>	<b>126.64</b>	<b>3.66%</b>
Out-of-State (Note 1)	225.80	2,709.60	235.96	2,831.52	10.16	121.92	4.50%
Out-of-State Total	503.82	6,172.34	525.20	6,420.90	21.38	248.56	4.03%
<b>ONLINE GRAD FALL/SPRING</b>							
Online Registration	225.80	2,709.60	235.96	2,831.52	10.16	121.92	4.50%
Online Fee	77.22	926.64	78.28	939.36	1.06	12.72	1.37%
Access and Security Sem		27.00		27.00	-	-	0.00%
Health Service Sem		65.00		65.00	-	-	0.00%
<b>Total Per Hour and Per Sem</b>	<b>303.02</b>	<b>3,728.24</b>	<b>314.24</b>	<b>3,862.88</b>	<b>11.22</b>	<b>134.64</b>	<b>3.61%</b>

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY 630 Fee Schedule  
Graduate Summer 2014**

	Summer 2013		Proposed Summer 2014		Change		% Change
	Per Hour	12 Hrs	Per Hour	12 Hrs	Per HR	Semester	
<b>GRADUATE SUMMER</b>							
<u>Per Hour Fees</u>							
General Registration	225.80	2,709.60	235.96	2,831.52	10.16	121.92	4.50%
Athletic	17.00	204.00	17.00	204.00	-	-	0.00%
Student Ctr/Recreation	4.25	51.00	4.25	51.00	-	-	0.00%
Facilities Fee	9.00	108.00	9.00	108.00	-	-	0.00%
HPER	9.12	109.44	9.12	109.44	-	-	0.00%
Fine/Performing Arts	2.00	24.00	2.00	24.00	-	-	0.00%
Technology	7.50	90.00	7.50	90.00	-	-	0.00%
Library	3.00	36.00	3.00	36.00	-	-	0.00%
Writing/Retention	0.35	4.20	0.35	4.20	-	-	
SAB (Student Activity Board)	-	-	1.06	12.72	1.06	12.72	
<b>Total Per Hour</b>	<b>278.02</b>	<b>3,336.24</b>	<b>289.24</b>	<b>3,470.88</b>	<b>11.22</b>	<b>134.64</b>	<b>4.04%</b>

	Full Term				
	May	& 10-Week	Summer 1	Summer 2	
<u>Per Semester/Term Fees</u>					
Access & Security (Note 1)	15.00	15.00	15.00	15.00	<b>The SAB fee will increase and change from a per semester/term fee to a per hour fee</b>
Health Services (Note 2)	32.50	65.00	32.50	32.50	
SAB (Student Activity Board)	-	-	-	-	
Student Activity	3.50	3.50	3.50	3.50	
<b>Total Per Semester/Term Fees</b>	<b>51.00</b>	<b>83.50</b>	<b>51.00</b>	<b>51.00</b>	

	Summer 2013		Proposed Summer 2014		Change		% Change
	Per Hour	12 Hrs	Per Hour	12 Hrs	Per HR	Semester	
<b>ONLINE GRAD SUMMER</b>							
<u>Per Hour Fees</u>							
Online Registration	225.80	2,709.60	235.96	2,831.52	10.16	121.92	4.50%
Online Fee	77.22	926.64	78.28	939.36	1.06	12.72	1.37%
<b>Total Per Hour</b>	<b>303.02</b>	<b>3,636.24</b>	<b>314.24</b>	<b>3,770.88</b>	<b>11.22</b>	<b>134.64</b>	<b>3.70%</b>

	Full Term				
	May	& 10-Week	Summer 1	Summer 2	
<u>Per Semester/Term Fees</u>					
Access & Security (Note 1)	15.00	15.00	15.00	15.00	<b>No changes to per-semester/term fees</b>
Health Services (Note 2)	32.50	65.00	32.50	32.50	
<b>Total Per Semester/Term Fees</b>	<b>47.50</b>	<b>80.00</b>	<b>47.50</b>	<b>47.50</b>	

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY 630 Fee Schedule  
Graduate Fully Online Program Flat Rate**

	2012-2013		Proposed 2013-2014		Change		% Change
	Per Hour	12 Hrs	Per Hour	12 Hrs	Per HR	Semester	
<b>GRADUATE FULLY ONLINE PROGRAMS</b>							
Graduate Fully Online Program Registration	240.00	2,880.00	240.00	2,880.00	-	-	0.00%

Graduate Fully Online Program Registration was approved at the December 2012 board meeting. This flat rate pricing is only available for certain specified graduate programs that are deemed fully online.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY 630 Fee Schedule  
GEP Fall 2013/Spring 2014**

<b>GEP Flat Rate (12 Hours)</b>	<b>2012-13 Final</b>	<b>2013-14 Proposed</b>	<b>% Change</b>
Per Hour UG Tuition and Fees	2,831.64	2,943.36	3.9%
Per Semester UG Fees	126.50	118.50	-6.3%
International Insurance Estimate	445.00	500.00	12.4%
International Admin Fee	250.00	250.00	0.0%
Course & Lab Fee Estimate	100.00	100.00	0.0%
Post Office Box Fee	5.00	5.00	0.0%
GEP Housing Rate	1,625.00	1,675.00	3.1%
Interim Housing	37.50	87.50	133.3%
Total Access/ \$50 DD	1,170.00	1,205.00	3.0%
Care Package	140.00	150.00	7.1%
	<b>6,730.64</b>	<b>7,034.36</b>	<b>4.5%</b>
Administrative Expenses	219.36	215.64	-1.7%
<b>Total*</b>	<b>6,950.00</b>	<b>7,250.00</b>	<b>4.3%</b>
<b>Additional Costs not included above</b>			
Book Cost Estimate	600.00	600.00	0.0%
MMR Shots - 2 needed if not already received	100.00	100.00	0.0%
T-SPOT Test		50.00	
<b>Grand Total*</b>	<b>7,650.00</b>	<b>8,000.00</b>	<b>4.6%</b>

\* Graduate classes are an additional \$50 per hour

\* Housing and meal plan costs could increase if the student stays longer than the normal semester.

\* Interim Housing costs of \$12.50/night are assessed when a student arrives prior to the official opening of housing. Seven (7) nights are built into the package price but additional nights may be charged as necessary.

\* Administrative Expenses are used for expenses such as courier fees for admit documents and transcripts, possible housing damage, and other miscellaneous expenses; They should not exceed 3% of total costs.

**UNIVERSITY OF CENTRAL ARKANSAS**  
**BOARD POLICY 630 Fee Schedule**  
**GEP Summer 2013**

**GEP 5-Week Flat Rate (6 Hours)**

	<b>Summer 12</b>	<b>Summer 13</b>	<b>% Change</b>
Per Hour UG Tuition and Fees	1,383.90	1,415.82	2.3%
Per Semester UG Fees	57.50	52.50	-8.7%
International Insurance Estimate	237.00	300.00	26.6%
International Admin Fee	100.00	100.00	0.0%
Course & Lab Fee Estimate	50.00	50.00	0.0%
Double Occupancy Other Apartment	385.00	395.00	2.6%
Interim Housing	-	50.00	
Total Access/ \$50 DD	400.00	400.00	0.0%
Health Care Cost	45.00	-	
Care Package	40.00	150.00	275.0%
	<b>2,698.40</b>	<b>2,913.32</b>	<b>8.0%</b>
Administrative Expenses	76.60	86.68	13.2%
<b>Total*</b>	<b>2,775.00</b>	<b>3,000.00</b>	<b>8.1%</b>
<b>Additional Costs not included above</b>			
Book Cost Estimate	250.00	300.00	
MMR Shots - 2 needed if not already received	100.00	100.00	
T-SPOT Test	-	50.00	
<b>Grand Total*</b>	<b>3,125.00</b>	<b>3,450.00</b>	

\* Graduate classes are an additional \$50 per hour

\* International Insurance is charged monthly and may vary based on a student's coverage needs

\* Housing and meal plan costs could increase if the student stays longer than the normal semester.

\* Interim Housing costs of \$12.50/night are assessed when a student arrives prior to the official opening of housing. Four (4) nights are built into the package price but additional nights may be charged as necessary.

\* Administrative Expenses are used for expenses such as courier fees for admit documents and transcripts, possible housing damage, and other miscellaneous expenses; They should not exceed 3% of total costs.



## **Operating Budget 2013-14**

The following is a summary description of the proposed operating budget for the next fiscal year (July 1, 2013 - June 30, 2014). This is FY14.

This proposed operating budget has been prepared based upon the following assumptions:

- (a) Approval of the changes for tuition and fees for the next academic year as set forth in the schedule of tuition and fees presented pursuant to Board Policy 630;
- (b) Enrollment (on a full-time equivalent basis) remains flat;
- (c) No change in state appropriations (there is an increase of \$363,157 for the next fiscal year, but it is in Category “B” and is held in a contingency reserve for purposes of the proposed budget); and
- (d) Room and board rates as approved by the Board of Trustees in February 2013.

The budget totals \$167,173,721 and is an increase of \$3,921,771 from the current revised budget.

### **This represents a 2.40% increase.**

The departmental expense budgets are generally held to the same levels as the prior fiscal year (FY13) with a few strategic exceptions and minor reallocations.

One of the primary objectives in preparing the proposed operating budget was to address those priorities identified by the strategic budgeting process while continuing the effort to rebuild unrestricted reserves.

Based upon the priorities established by the Strategic Budget Advisory Committee (SBAC) and working with the University’s Strategic Plan, the following items have been addressed:

- Cost-of-Living Adjustment of 2% for all positions with faculty rank (SBAC priority 1);
- Cost-of-Living Adjustment of 3% for all non-faculty personnel (SBAC priority 2);
- A “pool” of funds in the amount of \$509,000 for faculty equity increases. This amount equals 1% of total faculty compensation (SBAC priority 3 - modified);
- Increases for faculty promotion and advancement of \$131,655 (SBAC priority 4);
- New position in the Office of Human Resource position for applicant tracking (SBAC priority 5);
- Three additional positions, one each in the Department of Nursing; Department of Family and Consumer Sciences (dietetics); and in the College of Education (Master of Arts in Teaching)). These positions are expected to result in a net revenue gain to the University through increased enrollment in those programs (SBAC priority 6); and
- Funding related to increased efforts and staffing for the University’s diversity efforts (SBAC priority 7).

### **Major Components of Sources**

- A. The Educational & General (“E&G”) Tuition and Fee budget comprises 43.28% of the total budgeted revenue and is based on stable enrollment. The total increase in Tuition and Fees is **3.59% or \$9.31 per credit hour**.
- B. This \$9.31 increase is \$8.25 per credit hour for tuition and \$1.06 per credit hour for the SAB fee. The SAB fee was previously charged at \$8.00 per semester, which translates to \$0.53 per credit hour. The overall fee increased by \$0.53, but shows on the schedule as \$1.06 for the credit hour portion due to the reclassification. The general tuition portion will generate approximately \$2.2 million in revenue to the operating budget while the SAB increase will generate approximately \$168,000 in additional funding for student activities.
- C. The State Appropriation budget represents 34.21% of the total budgeted revenue and is comprised of Revenue Stabilization Act (RSA) of \$52,647,178 and Educational Excellence Trust Fund (EETF) receipts of \$4,538,496. RSA funding includes Category B money of \$363,157, all of which is budgeted in a contingency as this money may not materialize.
- D. The major revenue sources in the auxiliary operation of the University are from Housing and Food Services. Those rates for room and board (meal plans) increased by 3.2% and 2.96% respectively as passed by the Board of Trustees in February of this year.

### **Major Components of Uses**

- A. Salaries and benefits together make up 57.48% of the operating budget for E&G and Auxiliary, which is consistent with industry standards. The administration is proposing a cost of living adjustment of 2% for employees with faculty rank and 3% for all other staff. In addition to the cost of living, the budget includes \$509,000 for faculty equity and \$131,655 for increases related to tenure and promotion. The budget also includes \$170,000 for Diversity and a new position for HR Applicant Tracking Coordinator, \$42,246, has been included. These increases with fringe benefits total \$2,596,019.
- B. Scholarships and fee waivers constitute another 13.79% of the budget, which is slightly less than FY13. This percentage is not the same number as required under Arkansas law (referred to as the 20% rule), but is set at a level to ensure that the University remains competitive in scholarship offerings, while at the same time meeting the requirements of state law on institutional scholarship expenditures.
- C. Debt service comprises 5.62% of the University’s operating budget and increases \$499,878 for FY14 to allow for the principle portion of the HPER expansion project.

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

**“BE IT RESOLVED: That the Board of Trustees approves the 2013-14 operating budget totaling \$167,173,721.”**

### NOTIFICATIONS/DELETIONS

#### **Notification: New Minor Program in STEM Education**

The Provost and President have approved establishment of a new STEM Education minor program. In fall 2012, the University of Central Arkansas was approved to replicate the UTeach Model for preparing mathematics and science teachers as a part of Arkansas’ STEMWorks initiative. To align with this replication, new courses have been created; collectively, these courses are being proposed to comprise the STEM Education minor, leading to 7–12 teacher licensure in mathematics or science dependent upon the content major of the candidate.

Supporting materials (following pages): (1) UCA Curriculum Form 3, New Program Transmittal Form; (2) ADHE Form LON-03, New Mino

## LETTER OF NOTIFICATION – 3

### NEW OPTION, CONCENTRATION, EMPHASIS, MINOR

(Maximum 18 semester credit hours of new theory courses and 6 credit hours of new practicum courses)

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn  
Associate Provost and CIO

**3. Phone number/e-mail address**

(501) 450-3126  
jona@uca.edu

**4. Proposed effective date**

Fall 2013

**5. Title of existing degree program (indicate if the listed degree program is approved for distance deliver)**

N/A

**6. CIP code**

13.1316 (Science Teacher Education)

**7. Degree code**

N/A

**8. Proposed name of option/concentration/emphasis/minor**

STEM Education

**9. Reason for proposed action**

In Fall 2012, the University of Central Arkansas was approved to replicate the UTeach Model for preparing mathematics and science teachers as a part of Arkansas' STEMWorks initiative. To align with this replication, new courses have been created; collectively, these courses are being proposed to comprise the STEM Education minor, which will lead to 7–12 teacher licensure in mathematics or science dependent upon the content major of the candidate.

**10. Provide the following**

**a. Curriculum Outline – indicate which courses are required by underlining them**

EDUC 1100: Inquiry Approaches to Teaching

EDUC 1101: Inquiry-Based Lesson Design

EDUC 1301: Knowing and Learning

EDUC 2301: Classroom Interactions

EDUC 3300: Project-Based Instruction

STEM 3305: Perspectives on Mathematics and Science

STEM 3310: Research Methods in Mathematics and Science

STEM 4305: Apprentice Teaching Seminar

STEM 4600: Apprentice Teaching

**b. Total semester credit hours required for option/concentration/emphasis/minor**

26 semester credit hours

**c. New courses and new course descriptions**

**EDUC 2301 CLASSROOM INTERACTIONS**

This course continues the process of preparing candidates to teach mathematics and science in a secondary setting by providing opportunities to see how theories explored in Knowing and Learning translate to classroom interactions in an instructional setting. Candidates design and implement instructional activities informed by their own understandings of what it means to know and learn mathematics and science, and then evaluate the outcomes of those activities on the basis of student artifacts (i.e., what students say, do, or create).

**EDUC 3300 PROJECT-BASED INSTRUCTION**

Project-Based Instruction (PBI) is the capstone course in the sequence of professional development courses in the STEMteach program. This course is based on the premise that project-based instruction engages learners in exploring authentic, important, and meaningful questions of real concern to high school students. Project-based instruction promotes equitable and diverse participation and engages high school students in learning. Candidates learn fundamental science and mathematical concepts and principles that can be applied to their daily lives.

**STEM 3305 PERSPECTIVES ON MATHEMATICS AND SCIENCE**

This course in the STEMteach sequence explores a selection of topics and episodes in the history of science and mathematics and prepares future teachers to broaden their approach to mathematics and science instruction so that they might captivate and retain the interest of all students. By conveying particular human stories about why and how various branches of science and mathematics have originated and evolved, candidates gain insights into the critical thinking processes that lead to scientific creativity.

**STEM 3310 RESEARCH METHODS IN MATHEMATICS AND SCIENCE**

This course equips STEMteach candidates with the tools and resources needed to understand the roles that science and mathematics play in solving problems and in developing new knowledge and insights. Upon completion of the course, candidates will have developed skills in research and in the inquiry approach to teaching and learning.

**STEM 4305 APPRENTICE TEACHING SEMINAR**

The Apprentice Teaching seminar provides a supportive environment where apprentice teachers share their experiences and work on solutions to problems they may be experiencing. Master teachers teach the weekly seminar, share their teaching experiences, and facilitate discussions to help apprentice teachers develop their own successful teaching identities. The seminar is an effective forum for candidates to get the guidance and assistance on classroom management, teaching strategies, and additional issues that emerge during the semester.

**STEM 4600 APPRENTICE TEACHING**

This course offers STEMteach candidates a culminating experience that provides them with the tools needed for their first teaching position. In Apprentice Teaching, candidates are immersed in the expectations, processes, and rewards of teaching. Apprentice Teaching requires field experiences in local public secondary schools and is taken concurrently with a weekly seminar that brings apprentice teachers together with university master teachers to share experiences and work on solutions to problems they encounter in the field.

STEM 4305 and STEM 4600 will be taken concurrently.

**d. Goals and objectives of program option/minor**

The goal of the program is to increase the number of math and science teacher candidates and to better prepare these candidates through the implementation of the following program elements:

- Distinctive program identity that attracts high caliber math and science majors
- Collaboration between College of Education and College of Natural Science and Mathematics
- Partnerships and collaboration with area school districts
- Compact, efficient, and flexible degree plans
- Active candidate recruitment and support
- Dedicated master teachers
- Rigorous, research-based instruction
- Early, integrated, and intensive field experiences
- Continuous program improvement as a part of a network of universities implementing the program

**e. Expected student learning outcomes**

The expected student learning outcomes include the following:

- Prepare, practice, implement, and reflect on engaging lessons that are aligned with state and national standards.
- Explore the implications of learning theories on individual learning, social learning, and within the contexts of larger social justice issues.
- Apply theoretical and practical frameworks to analyze various instructional activities, focusing on content development through teacher-student, student-student, and group interactions.
- Design and implement problem- and project-based curricula and processes
- To explore historical perspectives that have shaped the content and direction of the sciences and apply that historical content and information to educational contexts
- Engage in problem-solving and problem-based learning through exploration and activities that strengthen, deepen, and expand knowledge of secondary mathematics and science topics
- Design and implement scientific inquiries employing the tools and technology used by scientists
- Equip candidates with the tools needed for effective teaching through intensive and integrated field experiences, which allow candidates to put to use their classroom experiences and to form a context by which concepts are better understood

**f. Documentation that program option meets employer needs**

The program will meet the needs provided by the current 7–12 mathematics and science licensure option. Other universities implementing the program have seen a notable increase in the production of math and science teachers, which is one of the primary intents of the change.

**g. Student demand (projected enrollment) for program option/minor**

Fall 2013 projected enrollment is 70 students.

**h. Name of institutions offering similar program/program option and the institution(s) used as a model to develop the proposed program option**

This program is based on the UTeach Model at the University of Texas – Austin.

**11. Institutional curriculum committee review/approval date**

Department: 10/30/2012

College: 11/01/2012

Undergraduate/Graduate Council: 02/19/2013

Council of Deans: 03/06/2013

**12. Will the new option be offered via distance delivery?**

No.

**13. Explain in detail the distance delivery procedures to be used.**

N/A

**14. Specify the amount of the additional costs required, the source of funds, and how funds will be used.**

Additional costs and expenses will be offset by grant funding and by reallocation within existing university budgets.

**15. Provide additional information if requested by ADHE staff.**

If requested.

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_

SIGNATURE

DATE

[UCA form updated 2012-09-10]

**EXECUTIVE SESSION**

Executive session, for the purpose of considering personnel matters, was unanimously declared upon motion by Kay Hinkle with a second by Bobby Reynolds.

**OPEN SESSION**

The following resolution was unanimously adopted upon motion by Bobby Reynolds with a second by Kay Hinkle:

**“BE IT RESOLVED: That the Board of Trustees hereby approves the personnel list presented in executive session, provided however, that the administration is authorized to make corrections and changes of a clerical nature.**

There being no further business to come before the Board the meeting was adjourned upon motion and second.

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

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**Victor Green  
Chair**

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**Brad Lacy  
Secretary**