

The Board of Trustees of the University of Central Arkansas convened in regular meeting Friday, August 14, 1998, at 2:30 p.m. in the Fireplace Room in McCastlain Hall with the following officers and members present, to-wit:

Chair:	Dr. Harold H. Chakales
Vice Chair:	Mrs. Elaine W. Goode
Secretary:	Mr. Rickey H. Hicks
	Mr. Madison P. Aydelott III
	Mr. Randy Sims
	Mr. Dalda F. Womack

and with the following absent, to-wit: Mr. Rush F. Harding III

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

Minutes of the May 8, 1998, Board meeting were unanimously approved as circulated upon motion by Mr. Hicks with a second by Mr. Sims.

Minutes of the June 25, 1998, Teleconference Board Meeting and Confirmation of Action Taken were unanimously approved as circulated upon motion by Mrs. Goode with a second by Mr. Aydelott.

INTRODUCTIONS/ANNOUNCEMENTS

President Thompson made the following introductions:

Don Adlong, President of the Faculty Senate;
Cassandra McCuien-Smith, President of the Staff Senate;
Pam Massey, Director of Internal Audits;
John Roy, Director of Computing Services;
Brian Bolter, Assistant to the President for International Programs;
John Mosbo, Provost.

President Thompson reported that Mr. Bennie Horton, retired vice president, is facing a long recuperation period following a serious illness.

President Thompson invited Board members to a groundbreaking ceremony for the UCA/AETN complex September 8 at 10:00 a.m. Governor Huckabee is expected to attend.

President Thompson announced that the next Board meeting scheduled for September 18 has been rescheduled for October 16 in conjunction with Homecoming.

PRESIDENT'S REPORT

Remediation Rates - UCA continues to have low percentages of first-time freshmen assigned to remediation, according to figures compiled by the Arkansas Department of Higher Education.

For Fall 1997, UCA had the lowest percentage of its freshmen in English remediation and second lowest to UA-Fayetteville in reading and mathematics. The rankings were identical to 1996.

Arkansas law requires that students who score below 19 in the reading, English and mathematics sections of the ACT be remediated by colleges and universities in those areas.

Here are the fall 1997 numbers in each category for the state's four-year institutions:

	<u>#First-time</u>	<u>#Tested</u>	<u>#Remediated</u>	<u>%Remediation</u>
<u>Mathematics</u>				
Arkansas State	1,749	1,749	625	35.7
Arkansas Tech	776	758	329	43.4
Henderson State	575	575	224	39.0
So. Arkansas	532	532	261	49.1
UA-Fayetteville	2,204	2,003	429	21.4
UA-Little Rock	978	978	457	46.7
UA-Monticello	462	462	301	65.2
UA-Pine Bluff	645	645	542	84.0
UCA	<u>1,636</u>	<u>1,636</u>	<u>410</u>	<u>25.1</u>
Totals	9,557	9,338	3,578	38.3
<u>English</u>				
Arkansas State	1,749	1,749	389	22.2
Arkansas Tech	776	758	197	26.0
Henderson State	575	575	108	18.8
So. Arkansas	532	532	187	35.2
UA-Fayetteville	2,204	2,003	274	13.7
UA-Little Rock	978	978	240	24.5
UA-Monticello	462	462	217	47.0
UA-Pine Bluff	645	645	483	74.9
UCA	<u>1,636</u>	<u>1,636</u>	<u>201</u>	<u>12.3</u>
Totals	9,557	9,338	2,296	24.6
	<u>#First-time</u>	<u>#Tested</u>	<u>Remediation</u>	<u>%Remediation</u>

Reading

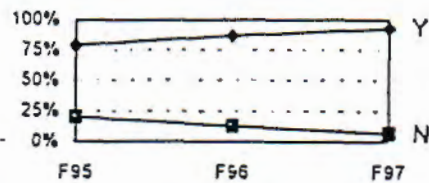
Arkansas State	1,749	1,749	352	20.1
Arkansas Tech	776	758	145	19.1
Henderson State	575	575	89	15.5
So. Arkansas	532	532	155	29.1
UA-Fayetteville	2,204	2,003	190	9.5
UA-Little Rock	978	978	207	21.2
UA-Monticello	462	462	191	41.3
UA-Pine Bluff	645	645	433	67.1
UCA	<u>1,636</u>	<u>1,636</u>	<u>175</u>	<u>10.7</u>
Totals	9,557	9,338	1,937	20.7

Freshman Satisfaction Survey - President Thompson briefly discussed the most recent freshman satisfaction survey, results of which are shown on the following pages.

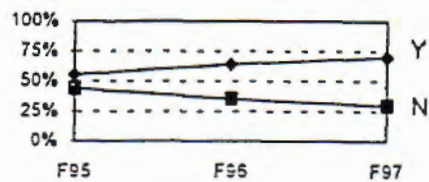
FRESHMAN EXPERIENCE SURVEY

Trend in Responses

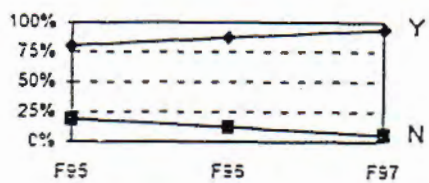
	F95	F96	F97
1-Happy			
Yes	79%	87%	93%
No	21%	13%	7%



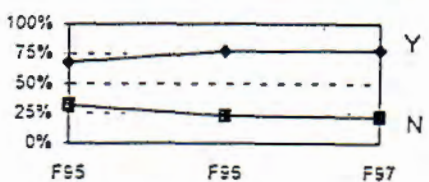
	F95	F96	F97
2-What I Thought			
Yes	56%	65%	70%
No	44%	35%	30%



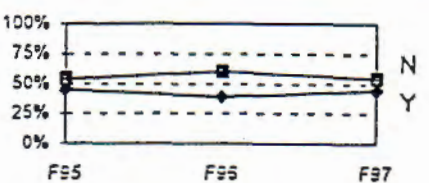
	F95	F96	F97
3-Choose Again			
Yes	80%	87%	94%
No	20%	13%	6%



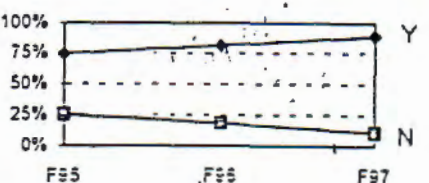
	F95	F96	F97
4-Recommended			
Yes	68%	77%	78%
No	32%	23%	22%



	F95	F96	F97
5-Visited Advisor			
Yes	46%	39%	45%
No	54%	61%	55%



	F95	F96	F97
6-Plan to Graduate			
Yes	75%	81%	89%
No	25%	19%	11%



FRESHMAN EXPERIENCE SURVEY

Comparison of Groups

By Gender

On five of the six key survey questions, there is no statistically significant difference in the responses of males and females. However, regarding the reality of the experience compared to expectations, males appear to find their freshman experience at UCA to be more like what they thought it would be than do females (77% for males and 66% for females).

Males find their freshman experience at UCA to be more like what they thought it would be than do females.

By Race

On five of the six key survey questions, there is no statistically significant difference in the responses of white and non-white students. However, non-whites are significantly more likely to report having visited their advisor within the initial four to six weeks preceding the survey administration (60% for non-whites and only 40% for whites).

Non-whites are significantly more likely to report having visited their advisor.

By ACT Range

On all six of the key survey questions, there is no statistically significant difference in the responses of entering freshmen with ACT Composite scores of 24 and above and those with scores of less than 24. Satisfaction is roughly equivalent for high and low-scoring students.

Satisfaction is roughly equivalent for high and low-scoring students.

FRESHMAN EXPERIENCE SURVEY

By Parent's Education

On five of the six key survey questions, there is no statistically significant difference in the responses of children of college graduates and first-generation students.

However, regarding the readiness of the student to recommend UCA to friends,

the children of college graduates are less likely to recommend UCA, even though almost three-quarters would (73% for the children of college graduates and 84% for first-generation students). It may be that the children of parents with degrees are more conscious of other choices outside the region and, when viewed within this larger context, UCA suffers slightly by comparison.

The children of college graduates are less likely to recommend UCA, even though almost three-quarters would.

By Work

On five of the six key survey questions, there is no statistically significant difference in the responses of students who work and those who do not work.

However, non-working students are more likely to express an intent to graduate from UCA (94% for non-working students and 87%

for working students). This may reflect the greater challenges working students face in finding the resources to complete their education.

Non-working students are more likely to express an intent to graduate from UCA.

By Major Declaration

On five of the six key survey questions, there is no statistically significant difference in the responses of students whose majors are declared and those of students whose majors are undeclared. However,

declared students are significantly more likely to report having visited their advisor within the four to six weeks preceding the survey

Declared students are significantly more likely to report having visited their advisor.

FRESHMAN EXPERIENCE SURVEY

administration (50% for declared students and only 37% for undeclared students). This may reflect the declared student's greater concern about the courses required by their major or, perhaps the need to discuss doubts concerning the initial major declaration.

By Freshman-Year Residence

On five of the six key survey questions, there is no statistically significant difference in the responses of students who live on campus and those who live off campus. However, students who live off campus are significantly more likely to report having visited their advisor within the initial four to six weeks preceding the survey administration (52% for off-campus students and only 39% for on-campus students).

Students who live off campus are significantly more likely to report having visited their advisor.

This finding is counter-intuitive since we would expect on-campus students to have easier access to the advisors. However, this semester the Academic Advising Center piloted a program of intensive advising for high-risk students, many of whom live off campus, and the extra attention appears to have paid off in terms of early intervention with the high risk group.

Extra attention appears to have paid off in terms of early intervention with the high-risk entering freshmen.

When residence is analyzed in terms of whether or not students live in Conway, either on or off campus, one other variable reveals an interesting difference which is also statistically significant. Students who live in Conway are more likely to find college life to be what they thought it would be (73% for students living on or off campus in Conway and only 61% for students commuting from further away).

Students who live in Conway, on and off campus, are more likely to find college life to be what they thought it would be.

Although UCA serves a large number of commuting freshmen (41% live off campus in the current semester according to

FRESHMAN EXPERIENCE SURVEY

institutional records and 22% are commuting from outside Conway according to this survey) the school is largely oriented toward a residential college experience. It is likely that residential students are seeking this kind of experience and find what they are looking for on our campus. However, commuters have differing needs and expectations, and our campus as currently organized is less likely to satisfy their requirements.

Acknowledgment

Once again we are very grateful for the assistance of Dr. Dave Harvey, Mary Ellen McBurnett, and the faculty of the University Writing Program. They have been consistently supportive of our efforts and their assistance in collecting this data was invaluable.

FRESHMAN EXPERIENCE SURVEY

Appendix A - Comparison of Sample to Population of Interest

Survey Variables	Sample	All Entering Freshmen	Difference
Sex			
Female	64%	64%	0%
Male	36%	36%	0%
Race			
African American	9%	5%	4%
Other	5%	12%	-7%
White	86%	83%	3%
ACT Range			
No Response	4%	6%	-2%
Less than 19	6%	11%	-5%
19 to 23	43%	39%	4%
24	10%	7%	3%
25 to 26	15%	14%	1%
27 to 30	20%	21%	-1%
31 to 36	2%	3%	-1%
Parent's College Education			
Neither have degree	49%	47%	2%
One or both have degree	51%	53%	-2%
Major Declaration			
Undeclared	46%	41%	5%
Declared	54%	59%	-5%
Residence			
On Campus	54%	59%	-5%
Off Campus	46%	41%	5%

FRESHMAN EXPERIENCE SURVEY

Note - Comments are reproduced verbatim.

Appendix C - Reasons Not Graduating from UCA

- | | |
|-------------------------|--|
| Closer to home | <ul style="list-style-type: none">• I am planning to transfer to a school closer to my home state• I plan on transferring to Oregon to be with my family• I plan to graduate from Univ. Of Mississippi in Oxford because that is where I began college and feel most comfortable• I plan to move back home to Alabama• I will probably transfer to UALR after my sophomore year• Moving due to location |
| Degree not offered here | <ul style="list-style-type: none">• Because I'm a pre-dental hygiene major• Does not offer my major (architecture)• Have to transfer to get a degree in my major• I am only here for 2 years for pre-pharmacy• I plan to transfer to another college with a complete engineering degree• If I go into Golf Course management, I will probably transfer. If broadcasting, stay here.• No degree for major• There is no agriculture major available• They don't have creative writing major• They don't offer the program I plan to major in• Transferring for another degree• You don't have the degree I want |
| Not happy here | <ul style="list-style-type: none">• I am not doing well here because I am uncomfortable• I would like to go somewhere else because I do not fit in here |
| Prefer another school | <ul style="list-style-type: none">• Better school program elsewhere• Bigger school, better business• I plan to transfer to a college that has a track team• I plan to transfer to an out-of-state college (California)• I want to go to a school out of state |

FRESHMAN EXPERIENCE SURVEY

Appendix C - Reasons Not Graduating from UCA

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|-----------------------|--|
| Prefer another school | <ul style="list-style-type: none">• I want to go to the Univ. Of Missouri in Columbia for Journalism• I want to graduate from a larger school preferably out of the state• If I get a scholarship, I would like to go to Hendrix or Vanderbilt• I plan to graduate from UALR--they offer more night classes• Might want to attend Hendrix (not sure)• Plan to go to Washington Univ.• Want to go to U of A |
| Smaller school | <ul style="list-style-type: none">• I plan to go to ITT Tech |
| Other | <ul style="list-style-type: none">• I initially wanted to go out of state, so I chose UCA to stay in state for 1 or 2 years only• I plan to leave after 2 years• I plan to transfer after this year or after my sophomore year• I want to move west• I will probably be getting stationed somewhere else. Although, I would like to.• Just going 1 year at a time• Transfer• Transferring• Transferring out of state |

FRESHMAN EXPERIENCE SURVEY

Note - Comments are reproduced verbatim.

Appendix D - Suggestions for Improvements

Activities

- A dating service
- A more opening experience and better chance of learning the campus
- Better involvement for every student on campus
- Bigger student center
- Conway needs a mall
- Get more students involved with leadership
- Have more icebreakers so they can have a chance to know one another
- Help people who are freshmen that do not live on campus. Send brochures/papers, etc. to their homes.
- Larger desks and activities during lunch hours
- Make friends
- More activities besides things to do with work and study habits. More student parties besides the ones thrown by fraternities.
- More activities for off-campus students
- More activities for students
- More activities like they had during orientation
- More activities on campus over weekend
- More activities that let freshmen get to know new people
- More activities to meet people
- More advertising of organizations. I like to get involved in clubs and I have heard of only one.
- More chances to get involved with UCA activities
- More events to go to, Conway is dead
- More freshman activities to get to know more freshmen
- More freshman social functions so one could meet other freshmen
- More gatherings
- More get to know you activities, I don't know anyone!
- More involvement with extra curricular activities
- More parties
- More parties
- More people should stay on campus on weekends. More activities on weekends.
- More single girls
- More social activities
- More social activities
- More social get togethers during the week
- More socials
- More students who would participate in discussions
- Need more info. For non-traditional students to obtain news or activities for classes to help grades.
- Playground and recess
- Something for more freshmen to get to know each other. Like a trip somewhere before school work.
- The band go to more away games out of state
- White T-shirt Day

FRESHMAN EXPERIENCE SURVEY

Appendix D - Suggestions for Improvements

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| Activities | <ul style="list-style-type: none">• You need to get more information about student events out to the people who live off campus |
| Advisors | <ul style="list-style-type: none">• Better contact and info. on advisors. I don't even know who mine is.• I think if a freshman has declared a major, an advisor should be assigned from that field• The advisors need to approach their students more. I don't even know who mine is. |
| Books | <ul style="list-style-type: none">• Being able to buy books at summer registration instead of having to wait until orientation week• Free books!! Or one book per class• Get rid of the 20 pound books! |
| Campus Efficiency | <ul style="list-style-type: none">• Color-coded buildings• Covered walkways• I think the University should put a huge glass dome over the campus and it be air-conditioned• Less construction on campus• Library stay open later and more publication of UCA events• Make registration and fee paying more organized• Maps of UCA posted in major traffic areas• More bike racks• More efficient maps for those of us who haven't been here long• More elevators• No backhoes on campus• No construction during school hours |
| Campus Police | <ul style="list-style-type: none">• Find something for University Police to do besides writing parking tickets• For cops to take it easier on the tickets!!!• Loosen up on tickets• More sensitive police officers of the UCAPD |
| Classes | <ul style="list-style-type: none">• A beginners Algebra not intermediate• Don't think university studies program is necessary• Easy classes• Expand absentees' a little more• Faster elevators, more frequent tests, short term lockers like ones in airports and bus stations, Pepsi machines that always aren't running out• Fewer hours• Get a lower level of algebra like Jr. High!!!• Less general education requirements• Less homework• Less negative attendance policy• More classes for the non traditional students that attend UCA• Need a program for non-traditional students. It's very tough to go to college, have a family, and make good grades.• No tests• Non-traditional students with no math for certain amount of years. Ex: 10 or more, need a pre-Intermediate Algebra.• Not requiring mathematics in order to earn a degree• Not to test over so many chapters |

FRESHMAN EXPERIENCE SURVEY

Appendix D - Suggestions for Improvements

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| Classes | <ul style="list-style-type: none">• Only taking the classes you need for your major• Reduce number of general ed Hours required• Schedules not being so spaced out time-wise• Should be allowed to only take classes needed for major• Smaller Biology classes! |
| Computers | <ul style="list-style-type: none">• Better computer services• Better computers!• Better computers!• Better Internet access in both sides of campus!!• Computer labs open on Sunday• Faster computers, better printers• Free Internet access to every dorm room• Internet accessibility and computer labs in dorms• Make computers more available—more of them• More computer access rooms• More computer labs in dorms for those who don't have computers• More computer labs in the library (or more labs open on weekends). All rooms are either hot or freezing.• More computers• More computers in dormitory labs• More computers per student. Upgrade printers.• Not requiring students to get assignments off the internet• Updated computer lab in dorms (printers)• Upgrade computer labs from the stoneage |
| Cost | <ul style="list-style-type: none">• Cheaper tuition• Cheaper tuition• Cheaper tuition• Cut some unnecessary expenses• Lower tuition and fees• More money, less costs, and not leaving to work!• Not paying any more money! No more extra fees!! |
| Financial Aid | <ul style="list-style-type: none">• For the financial aid office to be more helpful• More scholarships• More scholarships for people with a 23 ACT score |
| Food | <ul style="list-style-type: none">• A wider variety of foods in the Student Center. More healthy foods and better salad bar.• At the cafeteria we should be able to eat the 10, 15, or 19 meals on our meal plan whenever we want to• Better cafeteria hours• Better food• Better food• Better food• Better food• Better food• Better food |

FRESHMAN EXPERIENCE SURVEY

Appendix D - Suggestions for Improvements

Food

- Better food and longer hours in cafeteria
- Better food in cafeteria
- Better food in cafeteria
- Better food in the cafeteria
- Better food in the lunch room
- Better food!!
- Better, longer cafeteria service
- Cafeteria lunch hours. When I'm done with all my classes, they're only serving soup and sandwiches. And that's 4 of 5 days.
- Cafeteria open completely on Saturday and Sunday
- Extended dinner time, improve State Hall
- Free food from student center
- Free food, no tuition
- Improve food
- Later hours in cafeteria at night
- Longer hours in the cafeteria and a better workout gym
- More choices of food
- More computers and better food
- More food
- More food choices
- More free meals
- More variety of food on campus
- More walkways, better food in cafeteria, more female dorms
- Music in the cafeteria
- Please improve the cafeteria food. Give us more fruits and vegetables and don't cook everything in grease!!!!
- The food in the cafeteria

Housing

- 24 hour hall visitation
- 24 hour visitation in all dorms
- 24 hour visitation in dorms
- A freshman dorm!!!
- A later breakfast and 24 hour visitation in the halls
- A lengthened curfew for females in boy's hall
- All dorms have a shower in each room. Less homework.
- Better and faster maintenance in dorms
- Better dorm life, and better matches for roomates
- Better dorm rooms and bathrooms
- Better dorm rooms, ones that don't smell like a vet's office
- Better dorms
- Better dorms
- Better dorms
- Better dorms
- Better dorms
- Better dorms
- Better dorms
- Better dorms

FRESHMAN EXPERIENCE SURVEY

Appendix D - Suggestions for Improvements

Housing

- Better dorms. Inform freshmen about basic things because it's hard to try to figure it out on your own.
- Better living arrangements for the money you have to pay
- Better organization of dorm applications. Put people who want quiet floors on 'quiet floors.' And put nonsmokers together.
- Better rooms
- Bigger dorm rooms
- Bigger rooms with more accommodation
- Boot RA's that bug people
- Build new dorms or fix them so they are nicer and clean
- Co-ed dorms
- Computers in every dorm
- Develop more space for female housing. Some freshmen would rather stay on campus, but can't.
- Do not make freshmen live in the dorm
- Do the construction work on roads and dorms before we get here
- Don't put people in study rooms of the dorms for lack of space
- Dorm life
- Dorm room overcrowding resolved
- Dorm rules (about friends staying only until 11 p.m.) Need to be less strict.
- Dorms
- Elevators in dorms
- Elevators in the dorms
- Freshmen co-ed dorms
- Get the dorms situated so we don't have 3 or more people in a room for a month
- Give me not 2 roommates, just one
- Having only 2 people in a room, not 3
- I have three people in my room
- If we live on campus and pay \$750 to reside for 3 1/2 months in a one room, two bed dorm, then our residential parking should be free. The phone is actually .13 cents per minute, not the advertised .09 cents. That's wrong UCA!!!
- Improve dorm overcrowding. Air conditioner never shuts off and telephone not working, please improve these areas.
- Internet training, bigger dorms
- Less rules in the dorms
- Living in the dorm should not be required for freshmen
- Longer beds
- Make sure there is enough housing for every freshman
- More activities for students that did not get to live in the dorm but want to be a part of activities
- More dorm rooms and less expense for people who have 5 to 5 roommates
- More dorm space
- More dormitories so that the freshmen won't have the uncomfortable and inconvenient stay with two other people
- More dorms
- More dorms
- More dorms, people staying 3 or more to a room

FRESHMAN EXPERIENCE SURVEY

Appendix D - Suggestions for Improvements

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| Housing | <ul style="list-style-type: none">• More girls dorms!• More visitation in the dorms• Newer dorms• Nicer dorms• No community showers in dorm• No privacy in dorm rooms• Not overcrowding and putting 3 to a room, then having to move rooms in the middle of the semester• Private rooms for everyone• Remodel dorm rooms• Remodel dorm rooms!!!!• Take care of dorms better (paint and clean before we move in)• The quiet hours begin too early |
| Orientation | <ul style="list-style-type: none">• More fun things during orientation• Orientation to classes |
| Other | <ul style="list-style-type: none">• Better gym (workout room), better showers• Extend SOS program so that upper classmen have 2 or 3 freshmen to show around the first few weeks• Get rid of dry county• I would suggest that a person be very prepared to work and to be prepared for class. That would make it less stressful.• Larger classrooms• Less emphasis on Greek life• Letting married students keep their room and board scholarship money• Make them more aware of things around them• More focus on Greeks• More recycling. Locks on stall doors (bathroom).• More trees on campus• No pledging freshman year• No stress• No surveys• People need to be more advised on how to prepare for school• People to get along better with each other• Pick the whole school up and move it to Little Rock |
| Parking | <ul style="list-style-type: none">• A parking lot for band members by the practice field and a new air conditioner for the Snow Fine Arts Building• Better parking• Better parking and friendlier environment• Better parking. You should assign numbers to parking spots and then to students.• Closer parking• Closer parking lot for commuters only• Just the parking• Lower parking sticker prices• More available parking• More parking |

FRESHMAN EXPERIENCE SURVEY

Appendix D - Suggestions for Improvements

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|-----------------|--|
| Parking | <ul style="list-style-type: none">• More parking• More parking spaces• No parking tickets• No tickets• Not getting a ticket would help a lot• Parking improvements• Small, picky parking tickets to stop being given! Le band parking in grass near practice field. More school trips.• Take out all the speed bumps |
| Recycling | <ul style="list-style-type: none">• More recycling on campus• Recycle more• Recycle more• Recycling |
| Study | <ul style="list-style-type: none">• Getting good study habits• Official study groups• Study skills workshops |
| Teachers | <ul style="list-style-type: none">• A sample test from the teacher along with the syllabus• Better student-teacher relationships• Friendlier people in math lab• Having my instructors understand that we may not have knowledge at all on their subject, so don't talk to us as if we are already in tune with them.• Make things more clear. When something happens-explain it.• More ashtrays around campus. No substitutes; if the professor is not here then no class.• More detailed explanation and examples from professors• More helpful teachers• More math tutors, and better access to computers; more parking• More teacher-student interaction, too much note-taking• More teacher/student subject study sessions• Nicer chemistry staff• Nicer staff to understand this is brand new and there is no reason to be rude if we don't understand something• Personal tutors• Recycling and no substitute teachers• Teachers who do a little extra and don't assume you already know everything• To be able to know what the teachers are like before you choose them• We need someone to tell us what teachers to take and which ones to stay away from |
| Time Management | <ul style="list-style-type: none">• Manage your time efficiently• More time• More time off• More time to add and/or drop a class• More time to do things |

Following a brief discussion, President Thompson recognized Dr. John Mosbo, Provost, and Dr. Sally Roden, Dean of Undergraduate Studies, and commended them on a job well done. Dr. Roden's office conducts the Freshman Satisfaction Survey and is responsible for freshmen advising.

Grade Point Average for Student Athletes - The following are the Spring 1998 and cumulative grade point averages for student athletes by teams:

TEAM	SPRING 1998 G.P.A.	CUMULATIVE G.P.A.
Cross Country	3.50	3.21
Tennis	3.43	3.33
Women's Soccer	3.21	3.03
Volleyball	3.17	3.02
Women's Basketball	2.95	2.73
Men's Soccer	2.82	2.87
Softball	2.77	2.86
Football	2.72	2.45
Baseball	2.35	2.62
Men's Basketball	2.29	2.45

Construction Projects - Dr. John Smith, Vice President for Administrative Services, presented the following update on construction projects:

1. **Conference Center, Donald W. Reynolds Performance Hall, Mass Communications Building**
Bids on the sitework for this complex will be opened on August 18, 1998. Construction on the Conference Center and Performance Hall should begin as soon as the sitework is completed. The architects are working on the bid documents for the Mass Communications Building and construction on it will not begin until April 1999.
2. **Football Stadium**
The inside of the football stadium should be substantially complete by August 14, 1998. The exterior of the stadium will be complete before the first home football game on September 5, 1998.
3. **HPER Building**
The final drawings and bid specifications for the HPER Building will be submitted to SBS for review in mid-August. Construction should begin during the fall semester.
4. **New Residence Hall**
The low bidder on the new residence hall was Flynco Construction. Construction is underway and the facility is scheduled to be complete by July 15, 1999.
5. **Harrin Hall**
Construction is progressing well and the building is scheduled to be completed in March 1999.
6. **Physical Therapy Building**
James Cone Construction company was the low bidder for this building. Their bid of \$4,359,500 was within budget and construction will begin as soon as a contract is signed.

Litigation Report - The following is a report on the status of litigation involving UCA as of July 21, 1998:

Crawford v. Davis, et al., No. LR-C-95-092 (Eighth Circuit Court of Appeals). An Order dismissing Crawford's appeal of a jury verdict rejecting her claims of sexual harassment was affirmed on appeal to the Eighth Circuit.

Crawford v. UCA, et al. No. LR-C-96-334 (United States District Court). A complaint was filed challenging the validity of UCA's traffic and parking regulations, as well as alleging retaliation in the receipt of parking tickets. The trial court denied class certification and Crawford moved to dismiss the action shortly thereafter.

UCA v. James C. Owen and Sherry T. Owen, No. Civ. 97-374 (Faulkner County Circuit Court). On July 25, 1997, the UCA Board of Trustees filed a complaint seeking to condemn the property located at 453 Western. The University filed a Motion to Dismiss the action which was granted by the Faulkner County Circuit Court.

Donny Lane V. UCA, Claim No. 98-0203C-CC (Arkansas State Claims Commission). Lane filed a claim against UCA seeking reimbursement for more than \$9,000.00 in medical bills and anticipated medical bills. Lane claims he slipped and fell on the UCA practice football field on July 30, 1994, while attending a football clinic for officials resulting in an injury to his knee and shoulder. A Motion to Dismiss was granted thus disposing of the claim in its entirety.

Earl Croston, Jr. v. UCA, No. LR-C-96-303 (United States District Court). Claim of race discrimination dismissed by the United States District Court and affirmed on appeal to the Eighth Circuit.

August 14, 1998, Commencement - August commencement is scheduled tonight at 7:00 p.m. in the Farris Center. Robing will begin at 6:30 p.m. in the Purple Circle Room.

Campus Master Plan - President Thompson briefly discussed the campus master plan, copies of which were mailed to Board members prior to the meeting. President Thompson asked Board members to let him know if they have questions.

Association of Governing Boards Statement on Institutional Governance - Copies of "AGB Statement on Institutional Governance" were distributed and discussed. President Thompson

explained that the document is AGB's attempt to respond to current concerns about institutional governance at American universities. President Thompson stated that Board members, if they wish to do so, may respond directly to AGB on an individual basis, or they may send comments to the President's Office where they will be compiled and forwarded to AGB. Discussion followed.

ACTION AGENDA

Budget Adjustment - The Provost, working with the Academic Deans, has identified several budgeted, but unfilled, faculty positions to modify or eliminate.

The amounts budgeted from these positions can be held for the university needs that arise in the course of the year.

Following a brief discussion, during which President Thompson responded to questions from Board members, the following resolution was adopted unanimously upon motion by Mr. Aydelott with a second by Mr. Sims:

“BE IT RESOLVED, THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO AMEND THE 1998-1999 BUDGET AS FOLLOWS:

DELETE:

(\$334,790) - COLLEGE OF EDUCATION

(\$ 26,250) - COLLEGE OF FINE ARTS AND COMMUNICATION

(\$ 85,182) - COLLEGE OF HEALTH AND APPLIED SCIENCES

(\$ 36,244) - COLLEGE OF LIBERAL ARTS

(\$ 17,534) - COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

(\$500,000) - TOTAL

ADD:

\$500,000 - CONTINGENCY RESERVE”

Property Acquisiton - Mr. and Mrs. Sherman Peterson have approached the university about purchasing their property at 404 Western Avenue. This property is located in the university's projected growth area and would be used as rental housing for faculty, staff, or student groups until a permanent usage is identified.

The administration obtained appraisals on the property and signed an offer and acceptance agreement with the owners, subject to Board of Trustees and State of Arkansas approval. The legal description of the property is Lots 9 and 10, Block 2, J. E. Little Addition to Conway, Faulkner County, Arkansas.

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

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO PURCHASE THE PROPERTY AT 404 WESTERN AVENUE OWNED BY THE PETERSON FAMILY TRUST DATED 6-1-96.

THE PROPERTY IS DESCRIBED AS FOLLOWS:

LOTS 9 AND 10, BLOCK 2, J. E. LITTLE ADDITION TO CONWAY, FAULKNER COUNTY, ARKANSAS.”

Selection of Architect for Geriatric Health Promotion Center - The university is investigating the need for a Geriatric Health Promotion Center. With a nationally recognized physical therapy program, strong baccalaureate and master's degree programs in occupational therapy, and the largest speech-language pathology program in Arkansas, UCA has the opportunity to establish a national training and research facility dedicated to the discovery and teaching of effective intervention and assessment strategies specific to the needs of the elderly. Central to the mission of this facility would be the prevention or delay of the physical dependence of the aging.

An architect is needed to assist with development of more detailed plans and cost estimates for this facility.

Following discussion, during which President Thompson, Dr. John Mosbo, Provost, and Dr. Neil Hattlestad, Dean of the College of Health and Applied Sciences, responded to questions from

Board members, the following resolution was adopted unanimously upon motion by Mr. Hicks with a second by Mr. Womack:

“BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO EMPLOY AN ARCHITECT TO DEVELOP PLANNING AND COST ESTIMATES FOR THE CONSTRUCTION OF A GERIATRIC HEALTH PROMOTION CENTER.”

New Residence Hall - At the May 9, 1997, Board of Trustees meeting, the administration was authorized to issue \$6,500,000 in bonds for the construction of a new residence hall. On June 30, 1998, bids were opened for the project and only two contractors submitted bids. Flynco, Inc. submitted the low bid of \$7,200,000.

Because of the need to begin construction immediately in order to have the residence hall ready for the 1999 fall semester, the administration has negotiated with the contractor to make sufficient changes to allow issuance of a contract and commencement of construction. To have adequate funds for payment of architect fees, furnishings, wiring for telephones, computers and cable tv, landscaping, and a contingency, approximately \$500,000 of prior year housing and food service funds and \$500,000 of current year housing and food service funds need to be added to the project. The total cost of construction of the new residence hall will be approximately \$7,500,000.

The following resolution was adopted unanimously upon motion by Mr. Aydelott with a second by Mr. Hicks:

“BE IT RESOLVED: THE ADMINISTRATION IS AUTHORIZED TO COMMIT UP TO \$500,000 OF PRIOR YEAR HOUSING AND FOOD SERVICE FUNDS AND \$500,000 OF CURRENT YEAR HOUSING AND FOOD SERVICE FUNDS FOR CONSTRUCTION OF THE NEW RESIDENCE HALL. THE TOTAL COST FOR THE NEW RESIDENCE HALL WILL BE APPROXIMATELY \$7,500,000.”

Facilities for Department of History - At its July 22 Meeting, the Arkansas Higher Education Coordinating Board approved the feasibility of a refinancing of certain outstanding UCA bond issues.

It is possible, though not yet certain, that such a bond issue can make available to the university approximately 3 to 6 million dollars for capital construction and improvements.

Under authority granted by the Board of Trustees, staff is beginning to examine whether initiation of capital projects with those bond proceeds is appropriate and desirable given other budget considerations and university needs.

The administration has tentatively - but not definitively - concluded that the first priority for utilization of funds would be for the construction of an academic building designed primarily to house the Department of History. Possible sites for such a facility were discussed.

President Thompson discussed the possibility of building a facility similar to Independence Hall with a bell tower. A discussion followed during which President Thompson responded to questions from Board members.

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

“BE IT RESOLVED: THAT THE ADMINISTRATION IS AUTHORIZED TO EMPLOY ARCHITECTS TO DESIGN AN ACADEMIC FACILITY PRIMARILY TO HOUSE THE DEPARTMENT OF HISTORY.”

Health Sciences Fee and Application Fee (Board Policy No. 639) - The Health Sciences Fee, which was approved by the UCA Board of Trustees in 1995, provides funding to compensate for the additional costs required for specialized professional programs in the health sciences. Under present policy, students in physical therapy, occupational therapy, nursing, speech-language pathology, and dietetics are charged a fee of \$150 per semester of full-time enrollment. Charging all students the same rate every semester poses problems because students in some programs take courses other than those in the professional curriculum, and/or progress through the course of study at a different rate. A more equitable fee structure to accommodate these differences is to charge by the credit hour. A fee of \$11 per credit hour is recommended because the total cost to the student would be comparable to that which was intended by the current fee structure. Departments will be required to designate the courses from their major for which the fee is to be charged, and must keep the list current when curricular changes occur.

All of the programs for which the fee is charged must comply with specialized accreditation standards that require adequate notice to students of anticipated changes in the fee structure. To meet this requirement, it is proposed that this change will become effective May 1, 1999.

The application fee for Health Science programs, under current policy, provides an exemption for currently enrolled full-time students. The modification of the policy allows an exemption for full-time students enrolled in the immediately preceding semester.

President Thompson responded to Board members' questions and concerns.

Following discussion the following resolution as a revision to Board Policy No. 639, "Fees-Health Sciences Admission," was adopted unanimously upon motion by Mr. Womack with a second by Mr. Hicks:

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE PROPOSED CHANGE IN THE HEALTH SCIENCES FEE AND APPLICATION FEE. STUDENTS WILL PAY A HEALTH SCIENCES FEE OF \$11 PER CREDIT HOUR FOR DESIGNATED COURSES. THIS FEE WILL TAKE THE PLACE OF THE \$150 PER SEMESTER FEE CURRENTLY BEING ASSESSED.

BE IT FURTHER RESOLVED: THAT THIS POLICY CHANGE WILL BECOME EFFECTIVE MAY 1ST, 1999.

BE IT FURTHER RESOLVED: THAT STUDENTS APPLYING TO CERTAIN HEALTH SCIENCE PROGRAMS WILL PAY A NON-REFUNDABLE APPLICATION FEE, UNLESS ENROLLED AS A FULL-TIME UCA STUDENT AT THE TIME OF APPLICATION OR ENROLLED AS A FULL-TIME UCA STUDENT IN THE IMMEDIATELY PRECEDING SEMESTER."

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 639

Subject: Fees - Health Sciences Admission

Page 1 of 1

Date Adopted: _____ Revised: Passim

I. Application Fee

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

<u>Program</u>	<u>Application Fee</u>	
	<u>UCA F/T Students</u>	<u>Others</u>
Speech-Language Pathology (MS)	\$0.00	\$25.00
Occupational Therapy (BS)	0.00	50.00
Physical Therapy Assisting (AAS)	0.00	25.00
Physical Therapy (MS)	0.00	50.00

II. Health Sciences Fee - effective May 1, 1999

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

Revision of International Students Health Insurance Policy (Board Policy No. 635) - At its December 1992 meeting, the Board of Trustees passed a resolution requiring all international students to purchase a comprehensive medical insurance policy from an appointed insurance provider with the provision that students could be exempt from this requirement if they have an insurance policy meeting the minimum standards of the university contracted policy.

The exemption provision of this policy has proven to be problematical. Many students who apply for an exemption have insurance policies in their home country. It is difficult to determine whether these policies meet the standards of the university identified policy. The period of coverage for the exempted policies are not uniform and may therefore expire without the university's knowledge, leaving the student without medical insurance. Even if the university determines that a student is without insurance, requiring them to obtain coverage after they have enrolled is difficult, if not impossible. Health care providers (hospitals, physicians, pharmacists) are often reluctant to provide service when they are uncertain about receiving payment from insurance policies they are uncertain about. Lack of payment by some insurance companies makes health service providers reluctant to treat any international student.

The economic turmoil in Asia, where many of our students come from, could lead to the insolvency of medical insurance companies in that area.

The University of Arkansas at Little Rock requires all international students to purchase medical insurance from a single provider. Arkansas State University will do likewise beginning with the Fall 1998 semester for the reasons stated above.

Following discussion the following resolution to revise Board Policy No. 635, "Fees - International Programs," was adopted unanimously upon motion by Mr. Aydelott with a second by Mr. Sims:

"BE IT RESOLVED: THAT THE STUDENT ACTIVITIES/ADMINISTRATION FEE SECTION OF BOARD POLICY NO. 635, 'FEES-INTERNATIONAL PROGRAMS', BE REVISED AS FOLLOWS EFFECTIVE JANUARY 1, 1999:"

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 635

Subject: Fees - International Programs

Page 1 of 1

Date Adopted: _____ Revised: _____

Student Activity/Administration Fee - Adopted 5/9, Revised 3/94

International students (non-resident aliens) will be charged an activity/administration fee of \$40.00 per semester for spring and fall semesters and \$20.00 for the summer semesters.

International students (non-resident aliens) will be charged an amount sufficient to cover mandatory health insurance coverage during their status as students at the University, inclusive of holiday and vacation periods. ~~Students who have insurance policies that meet the minimum standards of the university required policy will be exempt from the policy and may seek a refund of this fee from the Office of International Programs.~~

Student Application Fee - Adopted 5/91

International students (non-resident aliens) will be charged a \$30.00 application fee to cover the costs of additional materials and processing necessary for the admission of international students.

Sponsored Student Administrative Fee - Adopted 8/92

International students on sponsored student scholarships will be charged an administrative fee of \$250.00 per semester to cover the additional costs of administering the scholarships.

Study Abroad Administration Fee - Adopted 12/95

All students participating in Study Abroad Programs sponsored by UCA will be charged a study abroad administration fee of \$40.00 per program.

Revision of Staff Senate Constitution - Staff senators are elected from each administrative division based upon the number of employees in the division. After the most recent administrative reorganization, the staff voted to revise its constitution to reflect the changes in new divisions. The Staff Senate also voted to revise its bylaws for clarification.

The following resolution was adopted unanimously upon motion by Mr. Aydelott with a second by Mrs. Goode:

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING REVISED STAFF SENATE CONSTITUTION”:

STAFF SENATE CONSTITUTION

ARTICLE I. MEMBERSHIP AND ORGANIZATION OF THE STAFF

Section 1. The staff shall include all employees of the University, who do not hold faculty rank.

Section 2. The Staff Senate, hereinafter referred to as the Senate, shall serve as the representative body of the staff of the University of Central Arkansas.

ARTICLE II. FUNCTION OF THE SENATE

Section 1. The Senate shall provide the representation for the staff in matters affecting the welfare of the University.

Section 2. Within the limitations stated in the remainder of this article, the Senate shall have the opportunity to review non-academic policies of the University.

Section 3. To facilitate timely review of proposals which pertain to non-academic functions of the University, each university standing committee shall forward copies of its minutes to the Senate. The Senate may request chairmen of the university standing committees to discuss policy proposals which the Senate may wish to review.

Section 4. The Senate shall establish such committees as it deems necessary to carry out its functions.

Section 5. The Senate shall serve as the Staff Committee on Committees for the selection of staff members on all university standing committees.

ARTICLE III. MEMBERSHIP OF THE SENATE

Section 1. The senate shall consist of elected members as follows:

- A. Staff Senators: Staff members shall be elected by secret ballot from the Administrative Divisions* of the University in accordance with the provisions of the Constitution.
- B. Classification Senators: Five staff members shall be elected by vote of each designated classification in accordance with the provisions of the Constitution.

* The Administrative Divisions shall include all departments under the jurisdiction of the President and/or a Vice President of the University of Central Arkansas.

Section 2. The following scale shall become the base used to ensure representation of the number of staff employed within each administrative division:

Number of Staff Within Each Administrative Division	Number of Senators To be Elected
1-39	1
40-69	2
70-99	3
100 and above	4

Staff in Division	Senators Needed	Staff in Division	Senators Needed
1-39	1	100-149	4
40-69	2	150-199	5
70-99	3	200 +	6

Section 3. Each category of staff employees shall elect one Classification Senator from within its category as follows:

- Grades 1-6
- Grades 7-12
- Grades 13-17
- Grades 18-24
- Non-academic/non-classified positions

Section 4. Elected senators shall serve for a term of three years and vacancies shall be filled by Senate appointment until the next regularly scheduled election. However, no person shall succeed himself/herself more than one three-year term.

Section 5. Vacancies for Senate positions shall be filled each year. By May 1, the staff shall elect by secret ballot the senators to fill the vacancies as may be required.

Section 6. The term of office for newly-elected senators shall begin on July 1.

Section 7. When the Senators elected to Senate seats eliminated by a reorganization of the administrative divisions of the university, or when the number of senators to be elected from an administrative division must be reduced as the result of such a reorganization (Section 2), said senators duly serving in office at the time of the reorganization shall be allowed to serve the remainder of the terms to which they were elected, provided however that should a vacancy occur in such seat, such vacancy shall not be filled by appointment or election. Those senators in divisions that have been reorganized, and are not within the base as described in Section 2, shall be designated as "at large" representatives. The number(s) of Senators shall be reduced at the next regularly

scheduled election to correspond with the scale in Section 2. *(Example: If two (2) senate seats come up for election within a division and that division's number of senators has been reduced by one due to the reorganization, only one senator shall be elected at the next regularly scheduled election.)*

Section 8. When a reorganization of the administrative divisions of the university results in the need for an additional senator or additional senators in an administrative division, such a situation shall be deemed to create an unfulfilled three-year term and such vacancy shall be filled by Senate appointment until the next regularly scheduled election as provided for by Article III, Section 4 of this Constitution.

ARTICLE IV. OFFICERS

Section 1. The officers of the Senate shall be as follows: President; President-elect, who shall serve as Vice President; Secretary-Treasurer, and parliamentarian.

Section 2. Eligibility for election to an office shall be restricted to elected members of the Senate.

Section 3. The term of office for a Senate officer shall be one year.

Section 4. The officers of the Senate shall be elected by a vote of the elected members of the Senate before July 15 of each year.

Section 5. The President of the Senate shall be granted "senate time" as approved by the President of the University, and coordinated with his/her immediate supervisor. The "senate time," not to exceed five hours per week, is to be used for Staff Senate business only and must not interfere with the mission of the University or his/her normal duties.

ARTICLE V. MEETINGS

Section 1. The Senate shall hold regularly scheduled meetings each month of the fiscal year.

Section 2. The Senate may be called into special session by the President of the Senate or by request of the majority of the Senate. Such called meetings must be scheduled at a time subject to the approval of the President of the University.

Section 3. Any staff member may attend any regular or special session of the Senate, and may participate in its deliberations with the consent of the presiding officer. Only Senate members shall be eligible to propose motions or to vote.

Section 4. A quorum for any meeting of the Senate shall consist of a majority of the members.

ARTICLE VI. AMENDMENTS

Section 1. An amendment to this Constitution may be proposed at any regular meeting of the Senate by a majority vote of the Senate, provided a copy of the proposed amendment has been presented to each member at least fourteen days in advance.

Section 2. Any amendment proposed by the Senate shall be submitted to a vote of the staff. Each staff member shall be notified at least fourteen days in advance of such a vote and at that time furnished with a copy of the proposed amendment.

Section 3. An amendment to this Constitution shall become effective upon approval by a majority of the members of the staff.

ARTICLE VII. RATIFICATION

Section 1. This Constitution shall be submitted to the staff at a called meeting. At least fourteen days before that meeting, each member of the staff shall be provided a copy of this Constitution.

Section 2. This Constitution shall be considered ratified upon approval by a majority of the staff members present at the called meeting, by the President of the University and by the Board of Trustees of the University of Central Arkansas.

BYLAWS OF THE UCA STAFF SENATE

ARTICLE I - Name

The name of this organization shall be the University of Central Arkansas Staff Senate.

ARTICLE II - Objective

The objective of this organization shall be to participate constructively in the improvement of the University of Central Arkansas and its employees.

ARTICLE III - Members

The membership of this organization shall be open to all employees of the University, ~~below the level of Vice President~~, who do not hold faculty rank.

ARTICLE IV - Officers

The officers of the organization shall be a president, a president-elect (who shall serve as the vice president), secretary-treasurer, and a parliamentarian. Each elected officer shall serve a term of one (1) year or until a successor is elected. No officer shall be eligible to serve more than one consecutive term in the same office. An officer who has served more than six (6) months is considered to have served a full term in that office. The officers of the Senate shall be elected by a vote of the elected members of the Senate before July 15 of each year.

ARTICLE V - Meetings

The regular meeting of the organization shall be held on the **second and** last Wednesday of each month. Special meetings may be called into session as provided for in Article V of the Staff Senate Constitution. A quorum for any meeting of the Staff Senate shall consist of a majority of the elected members. **All regular and special meetings held will be considered voting meetings.**

ARTICLE VI - Election of Senators

Article III, Section 2 through 6 of the Staff Senate Constitution shall rule in all elections.

ARTICLE VII - Committees

The only standing committee required will be an Appointments Committee. Other standing committees can be established as deemed necessary to carry on the work of the Senate. The Appointments Committee will be composed of a minimum of three (3) Staff Senators and is charged with the responsibility of nominating staff senators to serve on various committees. The Appointments Committee will designate a chairman at the time the committee is formed. The committee will then select other staff persons to serve on that committee as needed.

ARTICLE VIII - Parliamentary Authority

The rules contained in the **current most recently revised** edition of Robert's Rules of Order, ~~Newly Revised shall~~ **will** govern the organization in all cases in which they are applicable and in which they are not inconsistent with these bylaws and any other rules of order of the organization.

ARTICLE IX - Amendment of Bylaws

These bylaws can be amended at any regular meeting of the organization by a two-thirds vote of the Senate, provided that the amendment has been submitted in writing at a previous regular meeting.

ARTICLE X - Attendance by Senators

Attendance by senators at all regularly scheduled meetings is required. However, a senator having a conflict preventing attendance should make a reasonable effort to notify the Senate president in order for the absence to be excused. A senator incurring three unexcused absences from regularly scheduled meetings during a fiscal year may have his/her office declared vacant by a two-thirds vote of the elected membership of the Senate. The position shall then be filled by Senate appointment until the next regularly scheduled election. (Senate Constitution, Article III, Sec. 5, Filling Vacant Positions.)

Bylaws: Adopted December 14, 1983

Revised: 1990

Early Retirement Incentives - Section 1 of Act 296 of 1995 and Section 8 of Act 271 of 1983 allow public higher education institutions to establish early retirement window incentives for qualified employees who elect voluntary separation from the institution.

Act 992 of 1997 allows members of the Teacher Retirement System to retire with full benefits after 28 years of service.

During the 1994-95 and 1995-96 fiscal years, the university adopted limited time frame early retirement incentive policies which provided a cash payment for employees who had been with the university at least 10 years and were age 62 or had at least 30 years service with the university. A total of 12 employees participated in these programs and it has been documented that the university has benefitted significantly from salary savings and reduced fringe benefit costs.

During the 1996-97 fiscal year, the university adopted a Revised Early Retirement Program which permitted employees age 55 through 61, who had at least 10 years of service with the university, to retire and receive the same benefits available to employees who retired at age 62 or older. Of the eighty-six (86) employees who were eligible to retire under the revised policy, only ten (10) chose to do so. The revised policy expired on November 1, 1996.

At its August 15, 1997 meeting, the Board adopted a resolution lowering the early retirement age from age 62 to age 59 ½, the age at which retirees have full access to their retirement accumulations. This age adjustment is in effect until August 1, 1999. Five (5) employees between the ages of 59 ½ and 62 elected to retire during the past year.

It has been estimated that a salary and fringe benefit savings of approximately \$12,000 per employee occurred during the first semester the above employees were retired and that a savings of approximately \$25,000 per employee occurred during the first full year they were retired. Therefore, the university realized a savings of between \$600,000 and \$800,000 as a result of these early retirements. The administration believes the above early retirements have not reduced the quality of the University's programs and services and that they provided an opportunity for the university to make staffing adjustments which were in the best interests of the university community.

The following resolution was adopted unanimously upon motion by Mr. Hicks with a second by Mrs. Goode:

"BE IT RESOLVED: THE PRESIDENT IS AUTHORIZED TO AMEND THE UNIVERSITY'S EARLY RETIREMENT PROGRAM TO INCLUDE THE FOLLOWING PROVISIONS:

FULL TIME EMPLOYEES WHO WILL HAVE COMPLETED 10 YEARS OF SERVICE AT UCA AND WHO WILL BE 59 ½ YEARS OF AGE OR OLDER ON OR BEFORE JANUARY 1, 1999 OR HAVE COMPLETED TWENTY-EIGHT (28) YEARS OF SERVICE AT UCA ON OR BEFORE JANUARY 1, 1999, MAY ENTER THE EARLY RETIREMENT PROGRAM EFFECTIVE JANUARY 1, 1999. ELIGIBLE EMPLOYEES WHO EXERCISE THEIR OPTION TO RETIRE UNDER THIS PROVISION WILL RECEIVE, IN ADDITION TO BENEFITS OF THE CURRENT RETIREMENT PROGRAM AND IN LIEU OF THE REMAINING PAYMENTS DUE UNDER THE TERMS OF THEIR CURRENT EMPLOYMENT STATUS (IF ANY), A ONE-TIME CASH PAYMENT OF THE LARGER OF (A) 20% OF THE AMOUNT OF THE ANNUAL SALARY IN EFFECT ON 12-31-98 OR (B) 1% OF THE AMOUNT OF THE ANNUAL SALARY IN EFFECT ON 12-31-98 TIMES THE YEARS OF SERVICE AT UCA.

PARTICIPATION IN THIS PROGRAM IS VOLUNTARY, AT THE OPTION OF THE EMPLOYEE. BEFORE EXERCISING THEIR OPTION TO RETIRE, EMPLOYEES MUST BE ADVISED OF THEIR RIGHTS UNDER THE AGE DISCRIMINATION IN EMPLOYMENT ACT AND MUST BE ADVISED TO SEEK LEGAL, TAX OR OTHER ADVICE NECESSARY TO ALLOW THEM TO MAKE AN INFORMED DECISION. THEY MUST ALSO COMPLETE THE ATTACHED VOLUNTARY EARLY RETIREMENT AGREEMENT.

BE IT FURTHER RESOLVED: THE PROVISIONS OF THE ABOVE-STATED AMENDMENT ARE AVAILABLE ONLY TO THOSE WHO ELECT TO RETIRE EFFECTIVE JANUARY 1, 1999, AND WHO PROVIDE WRITTEN NOTICE TO THE PRESIDENT ON OR BEFORE NOVEMBER 1, 1998.

BE IT FURTHER RESOLVED: THE PROVISIONS OF THE ABOVE STATED AMENDMENT ARE NOT AVAILABLE TO EMPLOYEES ON LEAVE-WITHOUT-PAY STATUS, RECEIVING LONG-TERM DISABILITY INSURANCE BENEFITS, OR RECEIVING WORKERS COMPENSATION BENEFITS."

Voluntary Early Retirement Agreement and Waiver

Preface: Under the "Older Workers Benefits Protection Act (OWBPA)," a person may not waive any right or claim under the "Age Discrimination in Employment Act (ADEA)" unless the waiver is "knowing and voluntary." The following is provided to meet the "knowing and voluntary" provision of the OWBPA:

1. The Early Retirement Incentives Program, adopted by the UCA Board of Trustees on August 14, 1998 is available to all full-time employees (classified, non-classified, and faculty) who will have completed (ten)10 years of service at UCA and who will be (fifty nine and-a-half) 59 ½ years of age or older on or before January 1, 1999 or will have completed 28 years of service at UCA on or before January 1, 1999.
2. Employees who do not meet the age or service requirements described in paragraph one or who are on leave without pay status, receiving long term disability insurance benefits or receiving worker's compensation benefits are not eligible to participate in this program.

The following is a listing of the group by position of employees, who are eligible to participate in the Early Retirement Incentive Program. The ages of these employees as of January 1, 1999 are listed in terms of years, months and days.

Academic Dean	60/08/21
Accounting Tech I	63/09/16
Assistant Professor	60/04/09, 61/02/28, 63/01/08, 63/02/24, 63/10/05
Associate Professor	56/04/20, 61/00/08, 61/00/24, 61/12/08, 62/03/16, 62/05/11, 62/06/16, 63/05/03
Collector	52/08/14
Custodial Supervisor II	57/03/11
Custodial Worker I	59/12/13, 61/04/03, 63/00/20
Department Chair	63/08/21, 63/08/28
Dir. Cooperative Ed.	59/09/01
Director of Information	59/04/06
HE Public Safety Superv.	63/06/09, 63/06/27
Inst. Personnel Svcs. Mngr.	58/05/09
Professor	53/03/29, 53/05/21, 54/08/23, 55/12/29, 56/01/08, 56/12/21, 58/00/02, 58/00/03, 58/03/07, 59/07/26, 59/08/06, 59/09/02, 60/03/24, 60/07/21, 60/08/13, 61/01/23, 61/02/10, 61/06/29, 62/00/30, 62/01/01, 62/01/26, 63/04/14, 63/05/29, 63/12/28, 65/09/02, 67/00/20, 68/06/26
Secretary	60/00/13, 60/08/26, 61/05/15, 63/00/08
Skilled Trades Worker	60/01/04
Switchboard Operator	60/09/11

Individuals will be given a period of at least forty-five (45) days within which to consider the Agreement and Waiver.

3. Individuals who participate in the program will be given a period of at least seven (7) days following the signing of the agreement and waiver in which to revoke it. The agreement and waiver is not effective or enforceable until the revocation period expires.
4. Participants in the program do not waive rights or claims which may become available after the waiver is executed.
5. Participants waive rights or claims only in exchange for the cash payment selected.
6. Participants are advised to seek advice and counsel of attorneys, accountants and others who can aid them in making an informed decision about entering the Early Retirement Incentive Program.
7. The Early Retirement Incentive Program is available only to those persons described in section one (1) of this document who elect to retire effective January 1, 1999 and who provide written notice to the Office of the President on or before November 1, 1998.

This Agreement is entered into by and between _____, an employee at the University of Central Arkansas, and the Board of Trustees of the University of Central Arkansas on this the ____ day of _____ 1998.

I, _____ state:

That I have been an employee at the University of Central Arkansas since _____ and my current title is _____;

That I am not on leave-without-pay status; receiving long-term disability insurance benefits; or receiving workers compensation benefits;

That on my own initiative, I have sought an agreement for early retirement pursuant to Arkansas Code Annotated §24-7-101 and a Board Resolution adopted on August 14, 1998;

That I have been advised in a separate communication to seek the advice and counsel of attorneys, accountants, and others who could aid me in making an informed decision regarding my participation in the Early Retirement Incentive Program;

That I have been given at least (forty-five) 45 days to consider my participation in the program; and

That I voluntarily do hereby resign my position as _____ effective _____, recognizing and acknowledging that all rights and obligations, as an employee, will then end.

In consideration for the resignation as described above, the Board of Trustees of the University of Central Arkansas hereby accepts such voluntary resignation and in consideration thereof agrees to provide a one-time cash payment of the larger of (a) 20% of the amount of the annual salary in effect on 12-31-98 or (b) 1% of the amount of the annual salary in effect on 12-31-98 times the years of service at UCA.

All earlier oral or written agreements, and board policies regarding employment between the Board of Trustees of the University and/or the University of Central Arkansas and _____ are superseded by this Agreement. This Agreement does not affect or alter the rights, privileges, or options accrued to this date which _____ now has under pension (annuity), insurance, or other plans (if any) in which _____ has participated and to which the University has made contributions, nor any rights, privileges, or options to which emeriti faculty are entitled by reason of that rank.

I agree to voluntarily waive any rights, claims, or causes of action that I may have had under the Age Discrimination in Employment Act.

I further agree to voluntarily waive any rights, claims, or causes of action that I might have had concerning any aspect of my employment at the University of Central Arkansas.

Employee

Date

Witness

President
University of Central Arkansas

Date

Witness

Proposed Retirement Center - At President Thompson's request, Mr. Robert McCormack, retired vice president, and Mr. David Evans of the Covenant Group, gave an update on this issue and responded to questions from Board members.

The University of Central Arkansas is pursuing the development of a retirement center on its campus because graduates and others associated with the University have expressed an interest in staying connected with the University and Conway in their retirement years and because the center will provide convenient opportunities for UCA's students in health sciences programs to enhance their learning experiences and to engage in public service.

The University's role will be to facilitate the development of a non-profit retirement center that will be governed by an independent, self-perpetuating board of citizens committed to providing a quality independent living experience for its residents. The University's primary assistance to the center would be in providing an on-campus site for the facility and minimal initial administrative support to the non-profit board. To ensure quality care is provided to residents of the center, it is assumed that the center's board of directors would contract with a private corporation to manage the center.

The Covenant Group of Fort Worth, Texas was engaged to determine the need for an interest in such a facility on the University campus. This company has a broad range of experiences in the development and management of retirement centers especially in the Southwest. This group developed and is managing a facility on the Harding campus in Searcy, Arkansas. The results of their initial study which is dated April 25, 1997 have been presented to the Board and an update of the Group's most recent work was presented at the teleconference meeting of the Board on June 25, 1998. This updated report suggested that there continues to be both a need and interest in the development of a retirement center on the University's campus. This report suggested that construction costs have increased in the 15 to 20 percent range and cost savings would be required in order to keep rental rates at competitive levels. It is hoped that using a building prototype coupled with lower interest rates will reduce costs sufficiently to retain the operating financial plan presented in the April, 1997 report.

It is suggested that a non-profit corporation be formed to govern the retirement center rather than it being owned directly by the University. The use of a non-profit, tax-exempt corporation to own and govern the center would limit the University's financial responsibility to the value of the site if the center experienced financial difficulty. Under this arrangement, the University would provide a long-term (99 year) lease on approximately four acres to the center's board at a cost of \$1 per year. The title to the property would remain with the University for the period of the lease but would be transferred to the bond holders if the center experienced financial difficulty. As previously stated, this would limit the University's liability to the value of the site.

The best location for the center would be on College Avenue with a preference for the corner of College Avenue and Farris Road. This location would be large enough to build the prototype center. It is close to medical and other community services and it would provide good access to cultural, athletic and other University activities. This location would permit vehicular traffic to access the center without entering streets on the University campus.

Discussion followed during which Mr. Aydelott expressed his concerns.

The following resolution was adopted upon motion by Mr. Womack with a second by Mr. Hicks. Mr. Aydelott cast a negative vote.

“BE IT RESOLVED: THAT THE PRESIDENT IS AUTHORIZED TO FACILITATE THE DEVELOPMENT OF AN INDEPENDENT LIVING RETIREMENT CENTER TO BE LOCATED ON THE UNIVERSITY CAMPUS BY PROVIDING LAND AND MINIMAL INITIAL ADMINISTRATIVE SUPPORT TO A NON-PROFIT CORPORATION WHICH WILL DEVELOP THE CENTER. THIS FACILITY WOULD PRIMARILY BE AVAILABLE TO ALUMNI AND OTHERS ASSOCIATED WITH THE UNIVERSITY AND WOULD PROVIDE CONVENIENT LEARNING AND PUBLIC SERVICE EXPERIENCES FOR STUDENTS ENROLLED IN UCA’S HEALTH SCIENCES PROGRAMS.

BE IT FURTHER RESOLVED: THAT THE PRESIDENT WILL PRESENT TO THE BOARD AT A LATER DATE A PROPOSED LEASE ON APPROXIMATELY FOUR ACRES TO BE USED FOR THE RETIREMENT CENTER SITE.”

EXECUTIVE SESSION

Executive session was declared by Chairman Chakales.

OPEN SESSION

The following resolution was adopted unanimously upon motion by Mr. Aydelott with a second by Mr. Hicks:

“BE IS RESOLVED: THAT THE UCA BOARD OF TRUSTEES APPROVES THE FOLLOWING ADJUSTMENTS, APPOINTMENTS, APPOINTMENTS FROM RESTRICTED/GRANT FUNDS, LEAVES WITHOUT PAY, TERMINATION, RESIGNATIONS, AND RETIREMENTS, PROVIDED HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE.”

ADJUSTMENTS:

1. Linda Arnold, Assistant Professor, change from English to Coordinator of Early Field Experiences, Professional Field Services, Non-tenure Track, effective August 17, 1998, change salary from \$33,875.00 to \$34,707.00.
2. Gilbert Baker, change from Assistant Professor to Assistant Dean/Assistant Professor, Music, effective July 20, 1998, change salary from \$39,533.00 to \$57,000.00.
3. Lorrie Buddenberg, Instructor, Occupational Therapy, change salary from \$42,700.00 to \$43,532.00, change from Non-tenured to Tenure Track status effective August 17, 1998.
4. Paul Butt, Associate Professor, GPSS, effective August 17, 1998, change salary from \$42,749.00 to \$44,239.00.
5. James S. Dombek, Exec. Assistant to President/Affirmative Action Officer, effective July 1, 1998, change base salary from \$84,136.00 to \$84,371.00.
6. Angela Greenland, Instructor, Childhood & Special Education, change salary from \$24,789.00 to \$25,789.00 to reflect equity increase for 1998-99.
7. Jennifer Johnson, Instructor, Occupational Therapy, change salary from \$40,779.00 to \$41,611.00, change from Non-tenure Track to Tenure Track status effective August 17, 1998.
8. Pamela Jolly, change title from Project Coordinator to Project Coordinator/Interim Director of Financial Aid, effective July 1, 1998 due to resignation.
9. Carol Knipscheer, change title from Instructor/Director of Intensive English Program to Instructor/Interim Director of International Programs/Director of Intensive English, effective July 1-31, 1998, change salary from \$37,123.00 to \$37,865.00.

10. Freddie Litton, change title from Chair/Professor/Interim Dean to Interim Dean/Professor, College of Education, effective July 1, 1998, change salary from \$74,622.00 to \$80,129.00.
11. James Mainord, change title from Professor to Professor/ Interim Department Chair, Curriculum and Instruction, effective July 1, 1998, change salary from \$84,102.00 to \$85,272.00.
12. Michael Mathis, change title from Associate Professor, Biology to Associate Professor/Resident Master, Biology/Undergraduate Studies, effective August 1, 1998, change salary from \$41,277.00 to \$50,878.00.
13. John Mosbo, change from Interim Provost/Professor to Provost/Professor, effective July 1, 1998, change salary from \$97,706.00 to \$110,000.00.
14. Susan Moss-Logan, change from Associate Professor to Associate Professor/ Interim Department Chair, Speech-Language Pathology, effective August 16, 1998, change salary from \$46,574.00 to \$48,906.00.
15. Thomas Oxner, Accounting, add additional duties effective July 6-August 14, 1998 @ a salary of \$4,290.00.
16. Susan Peterson, change title from Asst. Director/Associate Professor to Interim Director/Associate Professor, Center for Academic Excellence, effective July 1, 1998, change salary from \$44,406.00 to \$47,576.00.
17. Henry K. Phelps, Student Development, change from Assistant Dean of Students to Associate Dean of Students to reflect additional duties, effective August 1, 1998.
18. Carrie Phillips, Physical Therapy, change from 12 month Clinical Coordinator to 9-month Instructor, effective August 17, 1998, change salary from \$25,250.00 to \$26,740.00.
19. Chuck Quinn, change title from Lecturer to Instructor, Music, effective August 17, 1998.
20. Peggy Smith, Assoc. For Administration, effective July 1, 1998, change salary from \$33,342.00 to \$35,000.00.
21. Ronald Williams, Vice President for Student Services, effective July 1, 1998, change salary from \$75,118.00 to \$80,000.00.

APPOINTMENTS:

1. Amy Barile, Assistant Professor, Psychology and Counseling, Tenure Track, effective August 15, 1998 to May 15, 1999 @ a salary of \$34,500.00.
2. Kristina Belisle, Assistant Professor, Music, Tenure Track, effective August 17, 1998 through May 15, 1999 @ a salary of \$34,362.00.
3. Pamela Bennett, Instructor, Family and Consumer Sciences, Non-tenure Track, effective August 17, 1998 through May 15, 1999 @ a salary of \$30,000.00.
4. Cecil Boothe, Instructor, Curriculum and Instruction, Non-tenure Track, effective August 17, 1998 through May 15, 1999 @ a salary of \$30,000.00.
5. Lydia L. Braun, Assist. Director of Housing and Resident Life, effective August 1, 1998 through June 30, 1999 @ an annual salary of \$29,500.00.
6. William Bryant, Archivist/Instructor, Torreyson Library, Non-tenure Track, effective July 6, 1998 through June 30, 1999 @ a salary of \$32,500.00. (Moved from classified position to non-classified).
7. Mercedes Buller, Assistant Dean of Students, Admissions, Non-tenure Track, effective August 12, 1998 through June 30, 1999 @ an annual salary of \$20,000.00.
8. Carole Carter, Instructor, History, Non-tenure Track, effective August 17, 1998 through May 17, 1999 @ a salary of \$25,500.00.
9. Marilyn Clarkson, Instructor, Accounting, effective August 24, 1998 through May 14, 1999 @ a salary of \$31,187.00.
10. Mark Cooper, Curriculum and Instruction, Tenure Track, effective August 17, 1998 through May 15, 1999 @ a salary of \$41,000.00.
11. Karen Craig, Instructor, Speech, Non-tenure Track, effective August 17, 1998 through May 15, 1999 @ a salary of \$26,000.00.

12. James Deitrick, Lecturer, Philosophy & Religion, Non-tenure Track, effective August 15, 1998 through May 15, 1999 @ a salary of \$29,000.00.
13. Shirley Friedman, Instructor, Foreign Languages, Non-tenure Track, effective August 24, 1998 through May 15, 1999 @ a salary of \$30,000.00.
14. Jane Heard, Instructor, Continuing Education Transitional, Non-tenure Track, effective August 24, 1998 through May 14, 1999 @ a salary of \$25,500.00.
15. Michael Hendrix, Instructor, Computer Science, Non-tenure Track, effective August 17, 1998 through May 15, 1999 @ a salary of \$38,700.00.
16. Mark Hudspeth, Assistant Football Coach/Instructor, Athletics/Health Education, Non-tenure Track, effective July 1, 1998 to July 1, 1999 @ a salary of \$32,280.00.
17. William T. Jones, Instructor, Continuing Education Transitional, Non-tenure Track, effective August 24, 1998 through May 14, 1999 @ a salary of \$25,500.00.
18. Mark Kuhn, Lecturer, Philosophy and Religion, Non-tenure Track, effective August 15, 1998 through May 15, 1999 @ a salary of \$30,000.00.
19. John Leonard, Visiting Assistant Professor, Economics and Finance, Non-tenure Track, effective August 17, 1998 through May 15, 1999 @ a salary of \$35,000.00.
20. Ronjanett Mayfield, Director of Minority Programs/Assistant Dean, Non-tenure Track, effective August 3, 1998 to July 1, 1999 @ a salary of \$29,500.00. Move from classified to non-classified position.
21. Phillip Melton, Instructor, Honors College, Non-tenure Track, effective August 17, 1998 through December 23, 1998 @ a salary of \$10,580.00.
22. Anna Mosbo, Instructor, Curriculum and Instruction, Non-tenure Track, effective August 17, 1998 through May 15, 1999 @ a salary of \$30,000.00.
23. Stephen J. Mullin, Visiting Assistant Professor, Biology, Non-tenure Track, effective August 17, 1998 through May 17, 1999 @ a salary of \$34,000.00.

24. Mark Oliver, Instructor/Advisor, Health Sciences, Non-tenure Track, effective August 17, 1998 through May 17, 1999 @ a salary of \$20,400.00.
25. Ernst Pijning, Visiting Assistant Professor, History, Non-tenure Track, effective August 17, 1998 through May 15, 1999 @ a salary of \$30,000.00.
26. John Roy, Director of Computing Services, Computing Services, Non-faculty Position, effective August 1, 1998 through June 30, 1999 @ an annual salary of \$85,000.00.
27. Monty Rowell, Radio Station Manager, Student Services, Non-tenure Track, effective July 1, 1998 to July 1, 1999 @ a salary of \$29,000.00.
28. Jack Slentz, Instructor, Art, Non-tenure Track, effective August 17, 1998 through June 30, 1999 @ a salary \$20,000.00.
29. Laura Smith-Olinde, Assistant Professor, Speech-Language Pathology, Tenure Track Position, effective August 6-15, 1998 @ a salary of \$1,010.00 and August 17, 1998 through May 17, 1999 @ a salary of \$42,000.00.
30. Stacey Stephens, Clinical Instructor, Physical Therapy, Non-tenure Track, effective July 1, 1998 to July 1, 1999 @ a salary of \$28,000.00.
31. David Strickland, University Athletic Trainer/Instructor, Athletics/Kinesiology, Non-tenure Track, effective July 1, 1998 to July 1, 1999 @ a salary of \$30,000.00.
32. James Weller, Assistant Professor, Economics and Finance, Tenure Track, effective August 17, 1998 through May 17, 1999 @ a salary of \$43,614.00.

APPOINTMENTS FROM RESTRICTED/GRANT FUNDS:

1. Phil Bartos, Instructor, Marketing and Management, effective August 18, 1998 through May 16, 1999 @ a salary of \$36,194.00 (\$4,000.00 from grant funds).

2. Don Bradley, Professor, Marketing and Management, effective July 1, 1998 to July 1, 1999 @ a salary of \$87,947.28 (\$52,216.17 from grant funds).
3. Deborah Gangluff, Clinical Instructor, Occupational Therapy, change salary from \$37,339.00 to \$38,171.00 effective August 17, 1998 (50% from grant funds.).
4. Jim Grinder, Assistant Project Coordinator, SBANC, effective July 1, 1998 to July 1, 1999 @ a salary of \$24,580.00.
5. Kimberly Stubbs, Assistant Project Coordinator, SBANC, effective July 1, 1998 to July 1, 1999 @ a salary of \$22,092.00.
6. Jeannette Thomas, Project Coordinator, SBANC, effective July 1, 1998 to July 1, 1999 @ a salary of \$26,300.00.

LEAVES WITHOUT PAY:

- | | |
|-------------------------------------|---------|
| 1. Doug Grider, College of Business | 1998-99 |
| 2. Ming-fang Wang, Computer Science | 1998-99 |

TERMINATION:

- | | |
|--------------------------|-------------|
| 1. John Lammers, English | May 8, 1998 |
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RESIGNATIONS:

- | | |
|-------------------------------------|-----------------|
| 1. Sherry Byrd, Financial Aid | June 30, 1998 |
| 2. Jacqueline Dyer, Mathematics | August 12, 1998 |
| 3. William Haines, Philosophy | May 16, 1998 |
| 4. Logan Hampton, Minority Services | August 3, 1998 |
| 5. Curtis Hippensteel, Admissions | July 6, 1998 |
| 6. Sheila Jackson, Kinesiology | July 10, 1998 |

- | | | |
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| 7. | Craig Kesselheim, Biology | May 16, 1998 |
| 8. | Robert Koch, English | August 4, 1998 |
| 9. | Jose Martinez, Foreign Languages | July 24, 1998 |
| 10. | Chudi Obijekwu, Psychology | July 10, 1998 |
| 11. | Susanne Patterson, Writing Program | May 16, 1998 |
| 12. | Audrey Rambough, Kinesiology/Physical Education | May 16, 1998 |
| 13. | Scott Schwartz, Athletics | June 30, 1998 |
| 14. | Michael Torigian, History | May 16, 1998 |

RETIREMENTS:

- | | | |
|----|----------------------------------|-----------------|
| 1. | Bill Miller, Corporate Relations | August 14, 1998 |
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Election of Officers - Mr. Sims moved that the Board continue the practice of rotation of officers, thereby electing Mrs. Elaine Goode as Chair, Mr. Rickey Hicks as Vice Chair, and Mr. Dalda Womack as Secretary for 1998-99. The motion was seconded by Mr. Aydelott and passed unanimously.

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

Dr. Harold Chakales, Chair

Mr. Rickey H. Hicks, Secretary