

The Board of Trustees of the University of Central Arkansas convened in regular meeting Friday, May 7, 1999, at 1:00 p.m. in the Fireplace Room in McCastlain Hall with the following officers and members present, to-wit:

Chair:	Mrs. Elaine Goode
Secretary:	Mr. Dalda Womack
	Mr. Madison P. Aydelott III
	Dr. Harold Chakales
	(present for a portion of the meeting)
	Mr. Rush Harding III
	Mr. Randy Sims

and with the following absent, to-wit:

Vice Chair: Mr. Rickey Hicks

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

### MINUTES

**Minutes of the March 12, 1999, Board Meeting** were unanimously approved as circulated upon motion by Mr. Harding with a second by Mr. Sims.

### ANNOUNCEMENTS AND INTRODUCTIONS

**Announcements** - President Thompson made the following announcements:

Accreditation of the College of Education has been continued through 2003 by the National Council for Accreditation of Teacher Education (NCATE). President Thompson recognized Dr. Fred Litton, Interim Dean of the College of Education, and congratulated the faculty and staff of the college for the reaccreditation.

Governor Huckabee will be on campus Monday, May 10, at 11:00 a.m. to make an announcement regarding the Health, Physical Education and Recreation (HPER) building. The ceremony will be held at the construction site adjacent to the Physical Plant.

**Introductions** - President Thompson made the following introductions:

Carrie Barber who is joining UCA as the women's volleyball coach;  
 Joel Harrison who has been named men's soccer coach;  
 Charles Hervey, men's basketball coach;

Don Whistler, Faculty Senate President for 1999-2000; and  
Heather Harmon, Student Government Association President for 1999-2000.

President Thompson circulated a copy of the March 18, 1999, issue of the *Boston Globe* which contains a front-page article regarding UCA's non-tenure track multi-year appointments policy.

### **PRESIDENT'S REPORT**

**Legislative Report** - At President Thompson's request, Jack Gillean, Executive Assistant to the President, distributed and discussed information regarding funding for the four-year institutions for fiscal year 1999-2000. Mr. Gillean also reported on allocations for construction projects.

President Thompson and Mr. Gillean responded to questions from Board members.

**Mr. Womack moved that a resolution be adopted and presented to the four members of the Faulkner County legislative delegation in appreciation for their work on behalf of the university during the legislative session. The motion was seconded by Mr. Harding and passed unanimously.**

**Construction Report** - At President Thompson's request, Dr. John Smith, Vice President for Administrative Services, presented the following report:

Harrin Hall - The building is substantially complete and Undergraduate Studies has moved into the new portion. Faculty and Staff will move into the renovated portion of the building next week.

HPER Building - Cone Construction Company was authorized to proceed with the building on March 17, 1999. Because of the existing sub-grade soil conditions, the entire site had to be undercut and replaced with compacted select fill. This site work recently was completed and construction of the building will begin soon. It will take approximately one year to build the facility.

Physical Therapy Building - Construction is approximately 45% complete and the building should be ready for occupancy in early 2000.

Performance Hall - Approximately 15% of the construction has been completed and the building should be ready for occupancy in April 2000.

Mass Communications Building - A bid date of June 17, 1999 has been set for this project.

Conference Center - The architects have focused on the Mass Communications Building and AETN in an effort to get those buildings bid as quickly as possible and have delayed their work on the Conference Center. They should have sufficient drawings to Nabholz Construction Company soon for a contract to be signed and construction to begin.

New Residence Hall - This building is approximately 90% complete and is on schedule to be finished on or before July 15, 1999.

In response to a question from Mr. Aydelott, Dr. Smith stated that a name for the new residence hall has not been selected.

**Housing Occupancy Report** - Dr. John Smith reported that current housing occupancy is at 91% which is approximately 80 applications ahead of last year (new applications are 7% ahead). Dr. Smith further stated that it is projected that residence halls, including the newly constructed one, will be at full capacity.

**Litigation Report** - At President Thompson's request, Ms. Melissa Rust, General Counsel, presented the following report on the status of litigation involving UCA as of April 15, 1999:

Melvin E. VanWinkle, et al. v. United States of America, et al. (AP-98-3036) (United States Bankruptcy Court). Movants are seeking a discharge of debt pursuant to Chapter 7 of the Bankruptcy Code. Included within the request for discharge is a Federal Perkins Loan of approximately \$5,454.00 plus interest. The university submitted a complaint objecting to the discharge on September 08, 1998. A hearing on the merits was scheduled for April 23, 1999; but was continued at the request of the movants.

Earl Croston, Jr. v. University of Central Arkansas. (CIV-99-1893) (Pulaski County Circuit Court). Plaintiff previously initiated legal action against the university in the United States District Court, Eastern District of Arkansas. A decision was rendered in the university's favor. An appeal to the United States Court of Appeals for the Eighth Circuit was later affirmed. Plaintiff now seeks to present the same case in the Pulaski County Circuit Court. A motion to dismiss was submitted on the university's behalf. A hearing on the motion to dismiss was held on April 16, 1999, at which time the complaint was dismissed in its entirety.

John Lammers v. University of Central Arkansas, et al. (CIV-99-169) (United States District Court). Plaintiff, formerly a tenured faculty member, has filed suit alleging his constitutional

and civil rights, primarily the First Amendment, were violated based upon his termination from the university. An answer was filed on April 02, 1999.

B. D. Holmes v. University of Central Arkansas. (LR-C-98-826) (United States District Court). Plaintiff, formerly a tenured faculty member, has filed suit, pursuant to Title VII of the Civil Rights Act, alleging race and gender discrimination in her termination from the university. A responsive pleading was filed on May 04, 1999.

Robert Kronable v. University of Central Arkansas, et al. (CV-99-265) (Faulkner County Circuit Court). Plaintiff sought a temporary restraining order/preliminary injunction against the university and Dr. Gary Roberts, Dean of Students, as a result of his suspension for an incident involving the stabbing of a fellow student. A hearing was held on March 16, 1999, at which time the request for injunctive relief was denied. A hearing was scheduled for April 29, 1999, for consideration of permanent injunctive relief, but was continued at the request of the plaintiff.

**May 15, 1999, Commencement Ceremonies** - Undergraduate and graduate commencement ceremonies are scheduled for Saturday, May 15, 1999, at 10:30 a.m. and 3:00 p.m. in the Farris Center. Three colleges will have ceremonies at 10:30 and three at 3:00. Robing will begin thirty minutes before each ceremony in the Purple Circle Room. Parking spaces for Board members who wish to attend will be reserved in front of the Farris Center.

**Boston Globe Article** - Copies of an article (different from the one mentioned previously), which appeared in the April 27, 1999, issue of the *Boston Globe* were distributed. The article, which discusses a plan of the Massachusetts department of higher education to reduce the number of tenured professors, credits UCA for being "the first in the nation to offer new faculty a choice between the tenure track and a higher salary."

**Proposed Transit System** - President Thompson reported that the administration has been working with the Student Government Association on a proposed transit system. President Thompson stated that a proposal has been received from Steve Ward of Ward Transportation, Inc. regarding the possibility of contracting transportation services for students. President Thompson further stated that there is a very good possibility of initiating a transit system that would not only provide transit around the campus, but might also provide transportation around Conway and to and from Little Rock. A brief discussion followed.

## **ACTION AGENDA**

**General Registration and Other Fees (Board Policy No. 630) AND Operating Budget for 1999-2000** - At President Thompson's request, Dr. John Smith presented the following agenda items. These two action items were considered and voted on simultaneously:

**General Registration and Other Fees (Board Policy No. 630):**

**Undergraduate Students (Full-time)** - The general registration and other required fees for an undergraduate student enrolled in at least twelve hours per semester range from \$1,114 to \$1,519 per semester, depending on date of enrollment. Out-of-state students pay an additional \$967 to \$1,249 per semester, depending on date of enrollment. It is recommended that all four tiers of registration and required fees be increased by \$100 per semester for fiscal year 1999-2000. The new tiers for undergraduate registration and other mandatory fees will range from \$1,214 to \$1,619 per semester. Out-of-state registration fees will increase the same percent and will range from \$1,054 to \$1,332 per semester.

It is recommended that general registration and other required fees for undergraduate students be increased by an additional three (3) percent for fiscal year 2000-2001. Students enrolled before Fall 1996 currently pay approximately \$400 less per semester than those students enrolled Fall 1998 or after. Since it will have been at least five years since those students initially enrolled at UCA, it is recommended that their tier be combined with the tier for those students that enrolled beginning Fall 1996 through summer 1997, thus eliminating one tier of fees. The general registration and other required fees for an undergraduate student enrolled in at least twelve hours per semester in 2000-2001 will range from \$1,413 to \$1,668 per semester, depending on date of enrollment. Out-of-state registration fees will increase the same percent and will range from \$1,161 to \$1,371 per semester.

**Undergraduate Students (Part-time)** - The general registration and other mandatory fees for an undergraduate student on a per hour basis range from \$90.50 to \$124.50, depending on date of enrollment. In addition, the student pays a Student Activity Fee, AAGE Fee, and Publication Fee. Out-of-State students pay an additional \$83.00 to \$104.25 per hour, depending upon date of enrollment. It is recommended that the per hour fee for general registration and mandatory fees for undergraduate students be increased \$8.50 for all tiers. Out-of-state registration fees will increase the same percent and will range from \$88.00 to \$111.00 per hour.

For fiscal year 2000-2001, the general registration and mandatory fees per hour will be increased by three (3) percent for both in-state and out-of-state students. In addition, the tier for students enrolled before Fall 1996 will be combined with the tier for students enrolled beginning Fall 1996 through summer 1997.

**Graduate Students** - The general registration and other required fees for a graduate student on a per hour basis currently range from \$128.00 to \$160.50, depending on date of enrollment. In addition, the student pays a Student Activity Fee and Publication Fee. Out-of- state students pay an additional per hour fee of \$122.00 to \$153.00, depending on date of enrollment. It is recommended that all fee tiers for graduate students be combined for fiscal year 1999-2000. The current fee tier for students that first enrolled Fall 1998 through Summer 1999 will be the only tier and no increase is recommended for this tier. For fiscal year 2000-2001, a three (3) percent increase is recommended.

**UCA At Night** - The general registration and mandatory fees for UCA At Night students are currently \$43.00 per credit hour. It is recommended that these fees be increased to \$47.00 per credit hour for fiscal year 1999-2000 and \$50.00 per credit hour for fiscal year 2000-2001.

## GENERAL REGISTRATION AND OTHER MANDATORY FEES:

## UNDERGRADUATE

The current and proposed general registration and other required fees for an undergraduate student enrolled in 12 hours per semester are as follows:

	Enrolled before Fall 1996	Enrolled Fall '96 - Sum '97	Enrolled Fall '97 - Sum '98	Enrolled Fall '98 - Sum '99	Enrolled Fall '99 - Sum '00
<b>Current 1998-99 Fees</b>					
General Registration	904	1,050	1,169	1,297	
Facilities	36	36	36	36	
Cooperative Education	-	6	6	6	
AAGE	5	5	5	5	
Sub-Total	945	1,097	1,216	1,344	
Student Ctr/Recreation	48	48	48	48	
Athletic	96	102	102	102	
Student Activity	20	20	20	20	
Publication	5	5	5	5	
TOTAL	1,114	1,272	1,391	1,519	
Out-of-State	967	1,045	1,143	1,249	
<hr/>					
<b>Proposed 1999-2000 Fees</b>					
General Registration	980	1,132	1,251	1,379	1,379
Facilities	36	36	36	36	36
Cooperative Education	-	6	6	6	6
AAGE	5	5	5	5	5
Sub-Total	1,021	1,179	1,298	1,426	1,426
Student Ctr/Recreation	48	48	48	48	48
Athletic	120	120	120	120	120
Student Activity	20	20	20	20	20
Publication	5	5	5	5	5
TOTAL	1,214	1,372	1,491	1,619	1,619
Out-of-State	1,054	1,128	1,226	1,332	1,332

This represents an increase of \$100 per semester for all in-state students.

<u>Proposed 2000-2001 Fees</u>	Enrolled before Fall '97	Enrolled Fall '97 - Sum '98	Enrolled Fall '98 - Sum '99	Enrolled Fall '99 - Sum '00	Enrolled Fall '00 - Sum '01
General Registration	1,173	1,296	1,428	1,428	1,428
Facilities	36	36	36	36	36
Cooperative Education	6	6	6	6	6
AAGE	5	5	5	5	5
Sub-Total	<u>1,220</u>	<u>1,343</u>	<u>1,475</u>	<u>1,475</u>	<u>1,475</u>
Student Ctr/Recreation	48	48	48	48	48
Athletic	120	120	120	120	120
Student Activity	20	20	20	20	20
Publication	5	5	5	5	5
TOTAL	<u>1,413</u>	<u>1,536</u>	<u>1,668</u>	<u>1,668</u>	<u>1,668</u>
Out-of-State	1,161	1,263	1,371	1,371	1,371

This represents a 3% increase.

---

For purposes of determining which of the above fee rate schedules applies to an undergraduate student, the date of enrollment will be the first semester in which the student enrolls in an undergraduate course at UCA. Once an undergraduate degree is received from UCA, the student will be considered a new undergraduate student for any future undergraduate courses in which they might enroll.

---



**GENERAL REGISTRATION AND OTHER MANDATORY FEES:  
UNDERGRADUATE**

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

	Enrolled before Fall 1996		Enrolled Fall '96 - Sum '97		Enrolled Fall '97 - Sum '98		Enrolled Fall '98 - Sum '99		Enrolled Fall '99 - Sum '00	
	Per Hour	Maximum	Per Hour	Maximum	Per Hour	Maximum	Per Hour	Maximum	Per Hour	Maximum
<b>Current 1998-99 Fees</b>										
General Registration	75.50	904.00	87.50	1,050.00	97.50	1,169.00	108.50	1,297.00		
Facilities	3.00	36.00	3.00	36.00	3.00	36.00	3.00	36.00		
Cooperative Education	-	-	0.50	6.00	0.50	6.00	0.50	6.00		
Student Ctr/Recreation	4.00	48.00	4.00	48.00	4.00	48.00	4.00	48.00		
Athletic	8.00	96.00	8.50	102.00	8.50	102.00	8.50	102.00		
<b>TOTAL</b>	<b>90.50</b>	<b>1,084.00</b>	<b>103.50</b>	<b>1,242.00</b>	<b>113.50</b>	<b>1,361.00</b>	<b>124.50</b>	<b>1,489.00</b>		
AAGE	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00		
Student Activity (1-7 hours)	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00		
Student Activity (8+ hours)	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00		
Publication	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00		
Out-of-State	83.00	967.00	88.00	1,045.00	95.25	1,143.00	104.25	1,249.00		
<b>Proposed 1999-2000 Fees</b>										
General Registration	82.00	980.00	94.50	1,132.00	104.50	1,251.00	115.00	1,379.00	115.00	1,379.00
Facilities	3.00	36.00	3.00	36.00	3.00	36.00	3.00	36.00	3.00	36.00
Cooperative Education	-	-	0.50	6.00	0.50	6.00	0.50	6.00	0.50	6.00
Student Ctr/Recreation	4.00	48.00	4.00	48.00	4.00	48.00	4.00	48.00	4.00	48.00
Athletic	10.00	120.00	10.00	120.00	10.00	120.00	10.00	120.00	10.00	120.00
<b>TOTAL</b>	<b>99.00</b>	<b>1,184.00</b>	<b>112.00</b>	<b>1,342.00</b>	<b>122.00</b>	<b>1,461.00</b>	<b>132.50</b>	<b>1,589.00</b>	<b>132.50</b>	<b>1,589.00</b>
AAGE	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Student Activity (1-7 hours)	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Student Activity (8+ hours)	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Publication	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Out-of-State	88.00	1,054.00	94.00	1,120.00	102.50	1,226.00	111.00	1,332.00	111.00	1,332.00

Proposed 2000-2001 Fees	Enrolled before Fall '97		Enrolled Fall '97 - Sum '98		Enrolled Fall '98 - Sum '99		Enrolled Fall '99 - Sum '00		Enrolled Fall '00 - Sum '01	
	Per Hour	Maximum	Per Hour	Maximum	Per Hour	Maximum	Per Hour	Maximum	Per Hour	Maximum
General Registration	98.00	1,173.00	108.00	1,296.00	119.00	1,428.00	119.00	1,428.00	119.00	1,428.00
Facilities	3.00	36.00	3.00	36.00	3.00	36.00	3.00	36.00	3.00	36.00
Cooperative Education	0.50	6.00	0.50	6.00	0.50	6.00	0.50	6.00	0.50	6.00
Student Ctr/Recreation	4.00	48.00	4.00	48.00	4.00	48.00	4.00	48.00	4.00	48.00
Athletic	10.00	120.00	10.00	120.00	10.00	120.00	10.00	120.00	10.00	120.00
<b>TOTAL</b>	<b>115.50</b>	<b>1,383.00</b>	<b>125.50</b>	<b>1,506.00</b>	<b>136.50</b>	<b>1,638.00</b>	<b>136.50</b>	<b>1,638.00</b>	<b>136.50</b>	<b>1,638.00</b>
AAGE	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Student Activity (1-7 hours)	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Student Activity (8+ hours)	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Publication	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Out-of-State	97.00	1,161.00	105.50	1,263.00	114.50	1,371.00	114.50	1,371.00	114.50	1,371.00

For purposes of determining which of the above fee rate schedules applies to an undergraduate student, the date of enrollment will be the first semester the student enrolls in an undergraduate course at UCA. Once an undergraduate degree is received from UCA, the student will be considered a new undergraduate student for any future undergraduate courses in which they might enroll.

**GENERAL REGISTRATION AND OTHER MANDATORY FEES:****GRADUATE**

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

	Enrolled before Fall 1996	Enrolled Fall '96 - Sum '97	Enrolled Fall '97 - Sum '98	Enrolled Fall '98 - Sum '99
<b>Current 1998-99 Fees</b>				
General Registration	113.00	119.00	131.00	145.00
Facilities	3.00	3.00	3.00	3.00
Sub-Total	116.00	122.00	134.00	148.00
Student Ctr/Recreation	4.00	4.00	4.00	4.00
Athletic	8.00	8.50	8.50	8.50
TOTAL	128.00	134.50	146.50	160.50
Student Activity (1-7 hours)	10.00	10.00	10.00	10.00
Student Activity (8+ hours)	20.00	20.00	20.00	20.00
Publication	5.00	5.00	5.00	5.00
Out-of-State	122.00	129.00	140.00	153.00
<hr/>				
	Proposed 1999-2000	Proposed 2000-2001		
General Registration	143.50	148.50		
Facilities	3.00	3.00		
Sub-Total	146.50	151.50		
Student Ctr/Recreation	4.00	4.00		
Athletic	10.00	10.00		
TOTAL	160.50	165.50		
Student Activity (1-7 hours)	10.00	10.00		
Student Activity (8+ hours)	20.00	20.00		
Publication	5.00	5.00		
Out-of-State	153.00	157.50		

This represents one tier for all graduate students at the current rate for the first year and a 3% increase for the second year.

**GENERAL REGISTRATION AND OTHER MANDATORY FEES:*****UCA AT NIGHT***

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

	Current 1998-99	Proposed 1999-2000	Proposed 2000-2001
General Registration	39.00	44.00	47.00
Student Ctr/Recreation	3.00	3.00	3.00
TOTAL	42.00	47.00	50.00
Out-of-State	43.00	47.00	50.00

---

If a student enrolls in both the UCA at Night program and regular classes, the total cost of attendance should not exceed the total cost of a regular undergraduate student for the same period of enrollment.

---

**Operating Budget for 1999-2000:**

The proposed operating budget for fiscal year 1999-00 totals \$78,618,158 as compared with \$73,673,096 for fiscal year 1998-99. This represents an increase of \$4,945,062 or 6.7 percent.

**REVENUES**

State Revenues – Projected state general revenues are based on the assumption that we will receive 100 percent of Allotment “A” under the Revenue Stabilization Act, which includes an executive recommendation of \$707,791 and an equity adjustment of \$2,200,000. The Educational Excellence Trust Fund will increase by \$290,745. In addition, UCA will receive \$467,006 for new facilities maintenance, for a total increase in state revenues of \$3,665,542.

Student Fees– A \$100 per semester increase for all full-time undergraduate students is being recommended. All graduate students will be assessed the same fees with the amount not increasing over current rates for first-year graduates. With the approved increases, additional general registration fees are \$839,598. This tuition increase is necessary to cover the current deficit in student fee revenue due to a loss of FTE’s and to fund additional scholarships resulting from a progression of students through tuition tiers.

**EXPENDITURES**

Classified Employees– Salaries will be increased by 2.8 percent on July 1. Total cost, including fringes, is \$246,918.

Teaching and Non-Classified Employees– A merit reserve representing 3 percent of salaries will be established for distribution in November and May. Total reserve, including fringes, is \$923,876.

Salary Adjustments - Salaries for part-time faculty will be increased to \$2,500 per three-hour course and the entry level for nine-month faculty will be increased to \$27,000. The cost, along with promotions and new positions, will be \$265,000, including fringes.

Reserve for Equity Adjustments– This reserve will fund equity adjustments for some non-classified employees and will allow some labor market adjustments and reclassifications for some of the lower grades of classified employees. Total reserve, including fringes, is \$238,319.

Reserve for Additional Salary Increases– During the 1999-2001 biennium, the Chief Fiscal Officer of the state can allow an additional salary increase for employees. An amount of \$555,470, including fringes, is reserved for both classified and non-classified employees to allow for this possible increase.

Scholarships– The university's educational and general budget expended on scholarships will increase from \$7,611,085 to \$8,671,328, an increase of \$1,060,243 or 13.9 percent. With this increase, E & G scholarships will make up 13.42% of the total E & G budget.

New Position– No additional staff has been added to Purchasing since 1991. During this time the university's budget has increased approximately 75 percent. One additional person is needed at a cost of \$36,576, including fringes.

Debt Service– The Board previously approved an increase of \$112,000 in debt service to allow for the refunding of previously issued bonds and the issuance of new bonds.

Athletics - An additional \$105,000 will be transferred to athletics to fund men's and women's golf.

European Campus– Participation in study abroad programs provides students with direct opportunities to gain the skills, sensitivity, and understanding to interact with individuals and groups from other cultures and prepares them to contribute to and compete in our increasingly interconnected world. The need for better global understanding by UCA students is clear. By establishing the UCA-Europe Program in Maastricht, Netherlands, students will have direct access to a cost-effective, quality-controlled, and challenging learning environment which will propel them to the forefront of the competitive job market of the next century.

New Facilities– The university will receive \$467,006 from the state for the operation and maintenance of new facilities scheduled for completion in the next biennium. This money will be used for utilities, insurance and personnel for these facilities.

Reserve– It is recommended that an additional \$211,211 be added to the current reserve of \$375,000, for a total of \$586,211. Allocations from this fund will be determined at a later date.

Following discussion during which President Thompson and Dr. Smith responded to questions from the Board, the following resolutions were adopted unanimously upon motion by Mr. Harding with a second by Mr. Aydelott:

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES ADOPTS THE REVISIONS TO SECTIONS OF UCA BOARD POLICY NO. 630 WHICH RELATE TO STUDENT FEES AS CONTAINED IN THE ABOVE SCHEDULE OF GENERAL REGISTRATION AND OTHER FEES PER SEMESTER FOR THE 1999-2000 ACADEMIC YEAR, EFFECTIVE FALL 1999 AND THE 2000-2001 ACADEMIC YEAR, EFFECTIVE FALL 2000;**

**BE IT FURTHER RESOLVED: THAT ALL FEES NOT MODIFIED REMAIN AT THE SAME LEVEL AS THE 1998-99 ACADEMIC YEAR.”**

**AND**

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE 1999-2000 OPERATING BUDGET TOTALING \$78,618,158 AS DISTRIBUTED AND DISCUSSED.”**

**1999-00 BUDGET PROJECTIONS  
E/G & SELECTED AUXILIARIES\***

REVENUES			EXPENSES		
	1998-99	1999-00		1998-99	1999-00
Full-time enrollment	8,400	7,894	Salaries:		
			Faculty/Non-Classified/Part-time Teaching	25,021,816	25,972,918
			Classified	7,054,803	7,252,337
Gen Registration & Mandatory Fees	21,082,293	21,921,891	Graduate Assistants	754,198	754,198
Other Fees	1,770,116	1,770,116	Students/Extra Help	1,796,138	1,796,138
State Revenue	37,334,268	40,999,810	Reserves	-	635,031
Other Revenue	893,770	893,770	TOTAL SALARIES	34,626,955	36,410,622
Selected Auxiliaries (includes Stu Ctr fee)	1,105,734	1,105,734	Staff Benefits	8,030,725	8,476,642
			Retiree Benefits	46,880	71,880
			Maintenance & Operation	8,643,337	8,643,337
			Funded Depreciation	199,799	199,799
			Scholarships	7,611,085	8,671,328
			Scholarships/ Departmental	63,150	63,150
			Transfers & Reserve:		
TOTAL REVENUE	62,186,181	66,691,321	Debt Service & Loan Matching	2,139,250	2,251,250
TOTAL EXPENSES	62,186,181	66,691,321	Transfer to Athletics	450,000	555,000
REVENUES OVER EXPENSES	0	0	Cooperative Education (additional amount only)		8,520
			European Campus		250,000
			Reserve	375,000	586,211
			New Position (Purchasing)		36,576
			New Facilities		467,006
			TOTAL EXPENSES	62,186,181	66,691,321
INCREASES (DECREASES) IN REVENUES			INCREASES (DECREASES) IN EXPENSES		
General Registration Fees		839,598	Teaching & Non-Classified Salaries 3.00%		739,102
Other Fees		-	Salary Adj-part-time & non-tenure faculty/promotions/new positions		212,000
State Revenue (Gen Rev-707,791; Ed Ex-290,745; Fac-467,006)		1,465,542	Classified Salaries 2.80%		197,534
State Revenue - Equity		2,200,000	Reserve/Equity Adjustments/Classified & Non-Classified		190,655
			Reserve/Additional Compensation/Classified & Non-Classified		444,376
			Staff Benefits		445,917
			Retiree Benefits		25,000
			Scholarships		1,060,243
			Debt Service		112,000
			Athletics		105,000
			Cooperative Education		8,520
			European Campus		250,000
			Reserve		211,211
			New Position (Purchasing) -- includes fringes		36,576
			New Facilities		467,006
TOTAL ADDITIONAL REVENUE		4,505,140	TOTAL ADDITIONAL EXPENSE		4,505,140

\*Does not include self-funding auxiliary enterprises (Athletics, Housing, Food Service, Bookstore, and Parking Facilities); 1998-99 Budget as of 1-31-99



**International Programs Fees (Board Policy No. 635)** - At President Thompson's request, Dr. Brian Bolter, Director of International Programs, presented this item and responded to questions from Board members.

1. International Student Undergraduate Application Fee

The international student undergraduate application fee is currently \$30. This fee covers a portion of the costs (international airmail, long-distance calls, international facsimile transmissions, etc.) associated with processing applications from foreign countries. The graduate application fee for both domestic and international students is currently \$40. The difference between undergraduate and graduate application fees is often confusing to applicants abroad who are unfamiliar with the U.S. educational system and unable to determine which amount to remit when submitting their application documents. In order to alleviate the misunderstandings which are generated by different fees, it is recommended that the undergraduate student application fee be increased from \$30 to \$40, effective July 1, 1999.

2. International Student Activity/Administration Fee

In 1992, the Board of Trustees approved an international student fee of \$40 per semester and \$20 per summer term to cover a portion of the expenses incurred by the university in providing for the specific needs (immigration, academic, and cultural advising, administration of insurance plan, coordination of programs and activities) of these students while they are enrolled at UCA. Over the past seven years there has been an increase in the cost of carrying out these services. Research has shown that schools similar to UCA charge fees ranging from \$50 to \$350 per semester. It is suggested that the international student activity/administration fee be increased from \$40 per semester to \$75 per semester and from \$20.00 to \$37.50 per summer term, effective with the Fall Semester 1999.

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

**“BE IT RESOLVED: THAT BOARD OF TRUSTEES ADOPTS THE FOLLOWING REVISIONS TO BOARD POLICY NO. 635, ‘FEES-INTERNATIONAL PROGRAMS’”:**

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, Revised 8/98

International students (non-resident aliens) will be charged an activity/administration fee of ~~\$40.00~~ **\$75.00** per semester for spring and fall semesters and ~~\$20.00~~ **\$37.50** for the summer semesters.

**This provision will be effective with the Fall 1999 term.**

Student Health Insurance Fee

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.

Student Application Fee - Adopted 5/91

International students (non-resident aliens) will be charged a ~~\$30.00~~ **\$40.00** application fee to cover the costs of additional materials and processing necessary for the admission of international students.

**This provision will be effective July 1, 1999.**

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.

**Music Department Fees (Board Policy No. 636)** - At President Thompson's request, Dr. John Mosbo, Provost, presented this item.

Fees associated with the Community School of Music have not been increased since 1993. Due to the tremendous growth and increase in administrative costs, a modest adjustment of fees has become necessary.

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

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING REVISION TO BOARD POLICY NO. 636, ‘FEES - MUSIC DEPARTMENT’”:**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 636

Subject: Fees - Music Department

Page 1 of 2

Date Adopted: \_\_\_\_\_

Revised: \_\_\_\_\_

UCA Community School of Music Fees - 3/93

The Board of Trustees approves the following fee schedule. The fees apply to a 15-week semester and include a ~~\$5.00~~ \$10.00 registration fee and range from ~~\$110 to \$440~~ \$145 to 505 per term, depending on whether the lessons are to be ½, ¾, or 1-hours in length and whether the instructor is an undergraduate, graduate student, or a member of the faculty instructor.

**Individual Lessons**

Notes: Teachers with a master's degree or higher may be paid at the faculty rate.

Undergraduates will not teach 1-hour lessons.

		<del>1993</del> <u>15 Weeks</u>	<u>1999</u> <u>15 Weeks</u>
½ Hour Lesson	Undergraduate Instructor	<del>\$110</del>	\$145
	Graduate Instructor	<del>148</del>	190
	Faculty Instructor	<del>225</del>	265
¾ Hour Lesson	Undergraduate Instructor	<del>163</del>	198
	Graduate Instructor	219	265
	Faculty Instructor	<del>331</del>	378
1 Hour Lesson	Graduate Instructor	<del>290</del>	350
	Faculty Instructor	<del>440</del>	505
<del>Suzuki Lessons</del>	<del>Faculty Instructor</del>	<del>185</del>	
Group Lessons	Class Piano, Beginners		125

(50 min/wk, 15 wks)	
Class Piano, Adult beginners	125
(1 hr/wk.15)	
Dulcimer (50 min/wk for 8 wks)	65
Music Carousel (6 weeks)	50
Central Arkansas Children's Choir	175 (annual fee)
Showtime Show Choir (15 weeks)	110

Summer fees are based on the same per/lesson rate, plus a \$5 registration fee per summer term.

Instrument rental fee for stringed instruments: \$50 per semester (fall and spring)  
\$40 per full summer (10 weeks)

### Key Deposits

In order for students to access practice and instrument storage facilities, the Music Department may collect a \$25.00 deposit to cover the replacement costs if keys are lost, stolen, or otherwise not returned. When keys are returned, as required by the department, deposits will be refunded to students.

### Music Lesson Fees - Adopted 1940's\*

A fee of \$29.00 will be charged for a one hour lesson, and a fee of \$46.00 for two hours.

Additional practice facilities fee is listed in the current undergraduate bulletin.

- \* On information and belief, the fee was approved by the Board during the late 1940's and has been levied by UCA since that time.

**Disciplinary Sanctions Fees (Board Policy No. 650)** - At President Thompson's request, Mr. Ronnie Williams, Vice President for Student Services, presented this item.

The UCA student conduct system makes significant use of educational sanctions to help change or redirect behavior of students who violate university policies. The most commonly used sanctions are alcohol and drug education programs for students involved in alcohol and drug offenses and referrals to the academic advisement center to complete a study skills/learning inventory for students involved in noise, visitation, and other related offenses.

Students do benefit from participating in these programs. There are some students, however, who fail to complete their educational sanctions as assigned. For example, from spring 1996 to fall 1998, a total of 135 students were referred to the Alcohol Education Program. Approximately one-third (30 percent) failed to complete the program as originally assigned. Many students have to be contacted repeatedly to get them to complete the program.

A number of institutions around the country utilize fees as a part of their disciplinary sanctions. Although the information is dated, a 1983 national survey of college and university housing officers found that 40 percent of the institutions who responded (i.e., 124 out of 311 respondents) used fees in their disciplinary system.

Personnel in the Division of Student Services propose the initiation of a fee system for students who fail to complete specified educational sanctions. Under this proposal, students will be informed in writing that if they fail to complete their assigned educational sanction, they will automatically be assessed a monetary fee that must be paid within 30 days from the time they are notified. Failure to pay the fee will result in university records being flagged preventing re-enrollment at the university until the fee is fully paid.

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

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING POLICY AS BOARD POLICY No. 650, FEES - DISCIPLINARY SANCTION FEE.”**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 650

Page 1 of 1

Subject: Fees - Disciplinary Sanctions

Date Adopted: \_\_\_\_\_ Revised: \_\_\_\_\_

The UCA student conduct system makes significant use of educational sanctions to help change or redirect behavior of students who violate university policies. The most commonly used sanctions are alcohol and drug education programs for students involved in alcohol and drug offenses and referrals to the Academic Advising Center to complete a study skills/learning inventory for students involved in noise, visitation, and other related offenses.

Students will be informed in writing that if they fail to complete their assigned educational sanction, they will automatically be assessed a monetary fee that must be paid within 30 days from the time they are notified.

Assessment of a monetary fee does not relieve students of the requirement to complete the assigned educational sanction. The assigned educational sanction must be completed during the following semester. In the event a student fails to pay the monetary fee and then complete the assigned educational sanction, all university records will be flagged preventing re-enrollment. Upon fulfillment of the above-stated requirements, students will then be eligible for re-enrollment.

Educational Sanctions Fee Structure

Failure to complete Alcohol Education Program	\$50.00
Failure to complete Drug Education Program	\$50.00
Failure to complete Violence Prevention Program	\$50.00
Failure to complete counseling program	\$50.00
Failure to complete Study Strategies Homepage	\$25.00
Failure to organize assigned educational program	\$25.00
Failure to complete research paper	\$25.00
Failure to perform assigned work detail	\$25.00
Failure to complete poster campaign	\$15.00
Failure to do letter of apology	\$15.00
Failure to complete community/work service hours	\$3/hour assigned (max. \$75)

**Bachelor of Science in Athletic Training** - At President Thompson's request, Dr. Mosbo presented this item.

The Department of Kinesiology and Physical Education proposes a Bachelor of Science (BS) degree program in Athletic Training. In 1993, the Department began educating prospective athletic trainers through an internship program in accordance with guidelines of the National Athletic Training Association (NATA). This program was designed to prepare students for eligibility to sit for the NATA Board of Certification examination. Recently NATA announced that internship programs would not be recognized as a certification option after the year 2003. Effective January 1, 2004, only graduates of programs accredited by the Commission on Allied Health Education Programs (CAAHEP) shall be eligible to sit for the NATA certification examination. Nationally, 86 undergraduate programs are accredited by CAAHEP. There are eight internship programs in Arkansas, none have achieved CAAHEP accreditation, and only one other (ASU) has begun the process of achieving CAAHEP accreditation.

The athletic trainer is responsible for the prevention of sport-related injuries. Working with assigned medical personnel, the trainer assists with injury recognition, evaluation and rehabilitation. Employment opportunities exist in schools, health and fitness clubs, and sports medicine clinics.

The proposed curriculum consists of 47 credit hours of general education, 12 credit hours of related courses, 8 credit hours of special degree requirements, and 59 credit hours of course work in Kinesiology and Athletic Training, totaling 126 semester credit hours. Two members of the faculty teach and supervise students in the existing internship program. Both of these individuals are NATA certified athletic trainers, and one is a graduate of a CAAHEP accredited program. Implementing the program will require two additional faculty, one to be hired in 1999, and a second in 2000.

The proposal has been endorsed by all appropriate councils and administrators.

The following resolution was adopted unanimously upon motion by Mr. Sims with a second by Mr. Aydelott (Mr. Harding was not present for the vote):

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES IMPLEMENTATION OF A BACHELOR OF SCIENCE IN ATHLETIC TRAINING TO BEGIN AUGUST, 1999.”**



### **Bachelor of Science in Athletic Training**

New courses are designated with an asterisk (\*)

#### **1<sup>st</sup> Fall Semester 17 Credit Hours**

WRGT 1310	Introduction to College Writing
MATH 1390	College Algebra
HIST 1310 OR 1320	World History I or II World Cultural Traditions General Education Requirement
PSYC 1300	General Psychology
KPED 1320	Concepts of Lifetime Health and Fitness
H ED 2201	First Aid

#### **1<sup>st</sup> Spring Semester 16 Credit Hours**

WRTG 1320	Academic Writing
BIOL 1440	Principles of Biology I
PSCI 1330 or 2300 or ECON 1310 or GEOG 1305 or SOC 1300 or 1302	Social Sciences General Education Requirement
SPTA 1300	Basic Oral Communications
KPED 1350*	Athletic Training Techniques I: Introduction to Athletic Training

---

#### **2<sup>nd</sup> Fall Semester 16 Credit Hours**

PHYS 1400	Physical Science for General Education
ENGL 2305 or	World Literature I or II
ENGL 2306	World Cultural Traditions General Education Requirement
ART 2300 or	
MUSC 2300 or	
SPTA 2300	Fine Arts General Education Requirement
KPED 2300	Principles of KPED
KPED 2381	Anatomical Kinesiology

**2<sup>nd</sup> Spring Semester****17 Credit Hours**

HIST 2301/2302 or PSCI 1320 BIOL 2405 PHIL 1320 or FYS 1310	History/Government General Education Requirement Human Anatomy and Physiology World Religions First Year Seminar: Studies in World Cultural Traditions (option for World Cultural Traditions General Education Requirement)
H ED 3123 KPED 2340 KPED 3331	Medical Terminology Motor Development Care and Prevention of Exercise and Sport Injuries

**3<sup>rd</sup> Fall Semester****17 Credit Hours**

FACS 1300 ENGL 2370/80/90 or GERM 1305 or PHIL 1301/10/2325 or 2360 KPED 2224 or KPED 2225 or KPED 2226 or KPED 2214 or KPED 2215/2216 KPED 3340* KPED 3351* KPED 3382	Nutrition in the Life Cycle  Humanities General Education Requirement  Teaching Team or Individual Sport(s) Athletic Training Techniques II: Collision Sports Evaluation Techniques in Athletic Training: Lower Extremity Mechanical Kinesiology
---	---

**3<sup>rd</sup> Spring Semester****15 Credit Hours**

BIOL 1441 KPED 3341* KPED 3350* KPED 4210* KPED 4300	Principles of Biology II Athletic Training Techniques III: Throwing Sports Evaluation Techniques for Athletic Trainers: Upper Extremity Modalities for Athletic Trainers Exercise Physiology
--	--

**4<sup>th</sup> Fall Semester****16 Credit Hours**

KPED 4220*	Exercise Rehabilitation in Athletic Training
KPED 4230*	Fitness Assessment and Exercise Prescription
KPED 4325*	Head, Neck, Spine Injury Management
KPED 4330*	Administration and Management in Athletic Training
KPED 4350*	Athletic Training Techniques IV: Running Sports
FACS 4315	Sports Nutrition

**4<sup>th</sup> Spring Semester****12 Credit Hours**

KPED 4305*	Directed Experiences in Athletic Training
KPED 4315*	Program Development in Athletic Training
KPED 4320	Measurement and Evaluation in Human Performance
BIOL 4351	General Pharmacology

**126 Total Credit Hours**

**Health Sciences Fee for Athletic Training Courses (Board Policy No. 639)** - At President Thompson's request, Dr. Mosbo presented this item and responded to questions from Board members.

Approval of the athletic training major will result in additional expenditures for disposable supplies and specialized equipment. Assessing a health science fee is necessary to meet these additional costs. This resolution modifies Board Policy No. 639 to include athletic training on the list of programs requiring the health sciences fee (currently \$11 per credit hour) for designated courses.

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

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING REVISION TO BOARD POLICY NO. 639 TO ADD ATHLETIC TRAINING TO THE LIST OF PROGRAMS THAT CHARGE A HEALTH SCIENCES FEE OF \$11 PER CREDIT HOUR FOR DESIGNATED COURSES. THIS CHANGE WILL BECOME EFFECTIVE JUNE 1, 1999.”**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 639

Subject: Fees - Health Sciences

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. UCA students enrolled as full-time students at the time of application or who were enrolled as full-time students in the immediately preceding semester will be exempt from the application fee listed below.

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

II. Health Sciences Fee - effective May 1, 1999

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

III. Acceptance Deposit - effective November 1, 1998

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

**Housing (Board Policy No. 632) - Room and Board Rates for 1999-2000 and Baldrige Apartments Rental Rates for 1999-2000** - At President Thompson's request, Dr. Smith presented the following agenda items. These two action items were considered and voted on simultaneously:

**Room and Board Rates for 1999-2000**

The current room and board charge is \$1,500 per semester if the student is in a double occupancy room and on the 19-meal plan. An increase will be needed for the standard board plans to cover the recently approved food service contract with ARAMARK. An increase is also recommended for the residence hall room rates. This increase is needed because of the age of the residence halls and the need to make improvements and repairs each year. The total proposed room and board rate for 1999-2000 is \$1575.00, or an overall increase of 5%.

During the 1998-99 school year, housing experienced an annualized occupancy of approximately 95%, slightly lower than last year, however there were not as many students placed in triple-occupancy rooms as there had been during the previous year. The addition of 181 rooms in a new residence hall, the conversion of State Hall to a residential college and improvements in the cafeteria should assist in maintaining a high occupancy rate for 1999-2000.

The standard meal plans for 1999-2000 are the same as 1998-99. Four optional meal plans will be offered again in 1999-2000. The plans are:

**Standard Meal Plans**

Any 19-meals per week  
 Any 15-meals per week  
 Any 10-meals per week  
 Any 7-meals with \$125.00 declining balance

**Optional Meal Plans**

Unlimited meals  
 19 meals + \$50.00  
 15 meals + \$50.00  
 10 meals + \$75.00

**Baldrige Apartments Rental Rates for 1999-2000:**

The rental fee for Baldrige Apartments has been increased only twice since the university began operating the complex in 1992. Because of rising maintenance costs, a modest rate increase is needed for 1999 - 2000.

(NOTE: Dr. Chakales joined the meeting at this time.)

Following discussion during which Dr. Smith responded to questions from Board members, the following resolutions were adopted unanimously upon motion by Mr. Aydelott with a second by Mr. Harding:

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING SCHEDULE OF ROOM AND BOARD RATES FOR THE ACADEMIC YEAR, EFFECTIVE FALL 1999, AND SUMMER CONFERENCES AND SUMMER TERMS AS SET OUT BELOW FOR 2000, EFFECTIVE SUMMER 2000, THEREBY AMENDING BOARD POLICY NO. 632, ‘ROOM AND BOARD’”:**

**ROOM RATE SCHEDULE**

<b><u>Fall &amp; Spring 1999-2000</u></b>		<b><u>(Current)</u></b>
Double Occupancy Room Rate	\$ 890.00 per semester	(\$ 835.00)
Private Room Rate	\$1,195.00 per semester	(\$1,125.00)
Greek Room Rate	\$ 7.25 per semester	(\$ 6.75)
Minton Hall (private rooms)	\$1,220.00 per semester	(\$1,150.00)
Minton Hall (double room)	\$ 905.00 per semester	(\$ 850.00)
Guaranteed Private Room (Baridon, Short/Denney and the new residence hall)	\$1,330.00 per semester	(\$1,252.50)
RA Room	\$ 890.00 per semester	(N/A)
<b><u>Summer Terms 2000</u></b>		
Any Hall (Double Room)	\$ 280.00 per summer term	(\$ 260.00)
Any Hall (Private Room)	\$ 375.00 per summer term	(\$ 350.00)
<b><u>Summer Conferences 2000</u></b>		
Youth Rate (Double)	\$ 8.50 per person/night	(\$ 8.25)
Adult Rate (Double)	\$ 11.50 per person/night	(\$ 11.00)
Adult Rate (Single)	\$ 16.00 per person/night	(\$ 15.25)
UCA Student Groups	\$ 6.25 per person/night	(\$ 6.00)

**BOARD RATE SCHEDULE**

<b><u>Fall &amp; Spring 1999 - 2000</u></b>		
Any 19-meals per week	\$ 685.00 per semester	(\$ 665.00)
Any 15-meals per week	\$ 665.00 per semester	(\$ 645.00)
Any 10-meals per week	\$ 645.00 per semester	(\$ 625.00)
Any 7-meals with \$125.00 declining balance	\$ 660.00 per semester	(\$ 640.00)
<b><u>Optional Meal Plans</u></b>		
Unlimited meals	\$ 740.00 per semester	(720.00)
19 meals + \$50.00	\$ 735.00 per semester	(715.00)
15 meals + \$50.00	\$ 715.00 per semester	(695.00)
10 meals + \$75.00	\$ 720.00 per semester	(700.00)
<b><u>Summer 2000</u></b>		
Any 19-meals per week	\$ 250.00 (5 week term)	(\$ 245.00)
Any 15-meals per week	\$ 225.00 (5 week term)	(\$ 220.00)



**“BE IT RESOLVED THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING MONTHLY SCHEDULE OF BALDRIDGE APARTMENT RATES FOR THE 1999-2000 BUDGET YEAR, EFFECTIVE JULY 1, 1999, THEREBY AMENDING BOARD POLICY NO. 632, ‘ROOM AND BOARD’”:**

**RENT FOR BALDRIDGE APARTMENTS**

<u>Apartment</u>	<u>1999-2000</u>	<u>(Current)</u>
2003 Bruce #1	\$405.00	(\$390.00)
2003 Bruce #2	\$405.00	(\$390.00)
2003 Bruce #3	\$355.00	(\$340.00)
2003 Bruce #4	\$355.00	(\$340.00)
2003 Bruce #5	\$405.00	(\$390.00)
2005 Bruce #A	\$405.00	(\$390.00)
2005 Bruce #B	\$405.00	(\$390.00)
2005 Bruce #C	\$405.00	(\$390.00)
2005 Bruce #D	\$405.00	(\$390.00)
229 Elizabeth #1	\$405.00	(\$390.00)
229 Elizabeth #2	\$405.00	(\$390.00)
229 Elizabeth #3	\$405.00	(\$390.00)
229 Elizabeth #4	\$405.00	(\$390.00)
229 Elizabeth #5	\$405.00	(\$390.00)
229 Elizabeth #6	\$405.00	(\$390.00)
229 Elizabeth #7	\$405.00	(\$390.00)
229 Elizabeth #8	\$405.00	(\$390.00)

**Pursuant to the proposed consent agenda, Mr. Harding moved that action items I, J, K, M, O, Q, R, S, and T, which have been through the required university committees, have been recommended for approval, and are considered by a consensus of the Board to be non-controversial, be approved en masse. The motion was seconded by Mr. Aydelott and passed unanimously.**

Consent agenda items and resolutions in their entirety are as follows:

**I. Student Withdrawal and Refund Policy (Board Policy No. 612)** - On October 30, 1992, the UCA Board of Trustees adopted a revised student withdrawal and refund policy. The revised policy went into effect spring 1993. The main body of the existing policy has been in place since spring 1985. In order to revise the present policy to address changes that have occurred at the university, a full review of our present withdrawal and refund policy was performed. After researching other refund policies at all four-year state institutions and reviewing our current policy, the revised policy listed below provides: (1) a more understandable policy which defines the academic terms; (2) clarifies the financial aspect of the students' class adjustments and withdrawals; and (3) reduces the refund period.

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING REVISIONS TO BOARD POLICY NO. 612, ‘STUDENT WITHDRAWAL AND REFUND POLICY’”:**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 612

Subject: Student Withdrawal and Refund

Page 1 of 2

Date Adopted: \_\_\_\_\_ Revised: \_\_\_\_\_

---

The Board of Trustees adopts the refund policy to become effective with ~~Spring Term 1985~~.  
**May Intersession 1999.**

Withdrawals and Refunds

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

Fall and Spring Semesters

Students withdrawing from the university **or making schedule adjustments** by 4:00 p.m. on the **5th 3<sup>rd</sup>** Friday of classes will receive a refund as follows:

Withdrawals - 75% of Tuition **registration** and Activity **mandatory** fees will be refunded.

Schedule Adjustments - Beginning the first day of classes, ~~75% of the difference between the cost of the number of credit hours originally paid for will be refunded.~~ **students may be entitled to a 75% refund of the difference in the cost of the original class enrollment and the final class enrollment after adjustment.**

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

The Post Office Box rent is not refundable.

**10-Week, Intersession and Summer Terms**

Students withdrawing from the university **or making schedule adjustments** by 4:00 p.m. on the first Friday of classes ~~of each summer term will be refunded 75% of Tuition and Activity Mandatory Fees~~

will receive a refund as follows:

Withdrawals - 75% of registration and mandatory fees will be refunded.

Schedule Adjustments - Beginning the first day of classes, students may be entitled to a 75% refund of the difference in the cost of the original class enrollment and the final class enrollment after adjustment.

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

The Post Office Box rent is not refundable.

~~Students enrolling in ten-week courses who withdraw prior to registration for the second summer term will be refunded all fees paid for the second summer term.~~

~~Effective August 14, 1992, the following policy will apply to all students who are attending UCA for the first time:~~

To meet the requirements of the Higher Education Amendments of 1992, any student who is either attending the university for the first time, is or withdrawing from the university, and is in receipt of Title IV funds: i.e., Federal William D. Ford Direct loans, Federal Perkins loans, Federal Stafford loans, federal supplemental student loans, Federal parent PLUS loans, Federal Pell grants, Federal Supplemental Educational Opportunity grants, and Federal College Work Study will, when eligible, be entitled to refunds as prescribed indicated in the "new pro-rata" column below: under the federal regulations governing these funds.

All other students who withdraw from the university, any undergraduate who drops classes below full-time status or any graduate student who drops hours during a semester or summer term, will be entitled to refunds, if eligible, according to the "current" column below.

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

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

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

**J. Board of Trustees Quasi Endowment Fund (use of earnings)** - On August 11, 1995, the UCA Board of Trustees, established the UCA Board of Trustees Endowment Fund to provide an additional option for the university to effectively and prudently manage year-end and other monies that become available to the university and to assure the financial security of the institution in the future. The fund consists of year-end monies and other funds recommended by the President and specifically designated by the Board of Trustees for inclusion. This endowment allows the university to support scholarships, plant maintenance, faculty development, or other university needs. The intent is not to spend the principal amount placed into the endowment, currently approximately \$1,000,000.

Staff estimate that \$100,000 in earnings will be available from the endowment at the end of this fiscal year. The President appointed a committee of UCA Vice Presidents and Presidents of the four UCA Senates to recommend projects to receive funding from the proceeds of the endowment. The committee met on several occasions and considered suggestions made by faculty, staff and students. The committee recommended the following four projects, in priority order, for funding:

1. Campus lighting - \$50,000
2. Alcohol and drug education speakers - \$10,000
3. Freshmen Year Experience Reading Program - \$20,000
4. Campus signage - \$20,000

The recommended funding is for guidance only and individual projects can go over or under the amounts as is appropriate.

Board policy states that expenditures from the income of the fund require Board of Trustees approval.

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING USE OF EARNINGS FROM THE BOARD OF TRUSTEES ENDOWMENT:**

- 1. IMPROVEMENT OF CAMPUS LIGHTING - \$50,000**
- 2. ALCOHOL AND DRUG EDUCATION SPEAKERS - \$10,000**
- 3. FRESHMEN YEAR EXPERIENCE READING PROGRAM - \$20,000**
- 4. CAMPUS SIGNAGE - \$20,000**

**BE IT FURTHER RESOLVED: THAT THE RECOMMENDED FUNDING IS FOR GUIDANCE ONLY AND INDIVIDUAL PROJECTS CAN GO OVER OR UNDER THE AMOUNTS AS LONG AS THE TOTAL EXPENDITURE DOES NOT EXCEED \$100,000.”**

**K. Replacement of Roofs (Hughes and Short/Denney Halls)** - The roofs of Hughes and Short/Denney Halls have deteriorated significantly and been recommended for replacement by State Building Services. It has been more than ten years since these roofs were last replaced. An architect has been employed to design the new roofs and estimates the replacement cost at \$250,000.

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE REPLACEMENT OF THE ROOF ON HUGHES HALL AND THE ROOF ON SHORT/DENNEY HALL AT A TOTAL PROJECT COST OF APPROXIMATELY \$250,000. THIS PROJECT WILL BE FUNDED FROM THE HOUSING AND FOOD SERVICE BUDGETS AND THE HOUSING REPAIR AND REPLACEMENT ACCOUNT.”**

**M. Computer Use Policy (Board Policy No. 412)** - With the emergence of electronic tools such as e-mail, the Internet and the World Wide Web, numerous questions have arisen regarding the appropriate use of computing resources provided by the university. In order to effectively address these issues, the university counsel, in coordination with the director of computing services, reviewed computer use policies from a number of institutions, including but not limited to, Ohio State University, Georgetown University, University of Texas at Austin, University of Georgia, and the University of Arkansas System, both Fayetteville and Monticello campuses.

The policy was reviewed by each vice president and was approved unanimously by the University Council on April 06, 1999.

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING POLICY AS BOARD POLICY NO. 412, ‘COMPUTER USE POLICY’”:**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 412

Subject: Computer Use Policy

Page 1 of 4

Date Adopted: \_\_\_\_\_ Revised: \_\_\_\_\_

---

#### INTRODUCTION:

The university provides an opportunity for students and other members of the university community to enhance educational experiences and expand academic knowledge by making available access to computer facilities and resources, including the Internet, e-mail, and the world wide web. Thus, technology places a significant amount of power and information in the hands of its users that carries an equal amount of responsibility. Therefore, the following policy has been adopted to define responsible and ethical behavior relating to use of computing facilities and resources at the university. The policy is applicable to all university faculty, staff, and students. As a user of these resources, all faculty, staff and students are responsible for reading and understanding the policy.

As a part of the physical and social learning infrastructure, the university acquires, develops, and maintains a computing infrastructure consisting of computers, networks, and a variety of related support systems. These computing resources are to be utilized for university-related purposes, including but not limited to, the following:

- Direct and indirect support of the university's teaching, research, and service missions;
- Support of university administrative functions;
- Support of student and campus life activities;
- Support of the free exchange of ideas among members of the university community, as well as the university community and the local, national, and world communities.

All information technology resources are the property of the university. Except for personally-owned computers, the university owns, or has responsibility for, all of the computers and internal computer networks used on campus. Users of university computing resources and facilities do not own the systems or the accounts they use when accessing university computers or systems. All existing federal and state laws and university regulations and policies apply, including not only

those regulations that are specific to computers and networks but also those that may apply generally to personal conduct and state-owned property. Rules prohibiting misuse, theft, or vandalism apply to all software, data, and physical equipment, including university-owned data as well as data stored by individuals on university computing systems.

### **APPROPRIATE USE GUIDELINES:**

The rights of academic freedom and freedom of expression apply to the use of university computing resources. So too, however, do the responsibilities and limitations that are associated with those rights. The use of university computing resources, like the use of any other university-provided resource and like any other university-related activity, is subject to the normal requirements of legal and ethical behavior.

Employee and student access to and use of electronic tools such as e-mail and the Internet is intended for university business and educationally-related purposes. Limited and reasonable use of these tools for occasional employee personal purposes is permitted as long as the use does not result in additional cost or loss of time or resources for intended business purposes.

### **INAPPROPRIATE USES:**

Faculty, staff, and students must use good judgment in the use of all computing resources, including but not limited to Internet access and e-mail use. E-mail messages must be appropriate in type, tone and content. Employee and student use of e-mail and the Internet must be able to withstand public scrutiny without embarrassment to the university or the State of Arkansas. Computing and telecommunications may be used only for legal purposes and may not be used for any purpose which is illegal, unethical, dishonest, damaging to the reputation of the university or likely to subject the university to liability.

Inappropriate uses of computing resources at the university include, but are not limited to, the following:

- Any activity that would negatively affect the use of the network by others (e.g., games, excessive chat, etc.);
- Copying or transmitting copyrighted software or other material licensed or otherwise protected by copyright;
- Any activity that would cause another user to lose control or usage of a computer or account;
- Commercial or profit-making activities unrelated to the university's mission;



- Creating, transmitting, executing, or storing malicious, threatening, harassing, obscene, or abusive messages, images, programs, or materials;
- Misrepresenting an identity or affiliation;
- Violating university security, damaging university systems, or using computing privileges to gain unauthorized access to any university computer system and/or any computer system on the Internet;
- Any activity that violates federal, state, and local laws, policies or regulations;
- Fundraising for any purpose unless sponsored by an official university organization with appropriate university approval;
- Promoting political or religious positions or activities unless sponsored by an official university organization with appropriate university approval;
- Permitting another person to use an account;
- Accessing or using another person's account for any reason;
- Removing or defacing hardware, software, manuals, etc. from open computing labs;
- Abusing computer networks or computers at other sites connected to the networks.

The individual account owner is responsible for proper use of the account, including password protection.

### **RIGHT TO PRIVACY:**

The right to privacy of e-mail and other electronic files against unwarranted or unreasonable entry or search is a basic tenet of university policies. Authorized university officials may access or enter electronic files (including e-mail files) under one or more of the following conditions:

- The user requests or gives permission to the university to access an account;
- Pursuant to a valid search warrant or court order;
- An emergency situation exists in which the physical safety and/or well-being of a person(s) may be affected or university property may be damaged or destroyed. Responsibility for authorizing access lies with the appropriate vice president;
- Reasonable grounds exist to suspect that a violation of law or university policy is occurring. Access will take place only after a reasonable effort has been made to obtain consent. Responsibility for authorizing access lies with the appropriate vice president;
- If necessary to maintain the integrity of the computer system or to protect the rights or property of the university. Responsibility for authorizing access lies with the appropriate vice president.

### **DISCLAIMER:**

The university does not manage the Internet and is not responsible for offensive material that may be encountered. It is the policy of the university to abide by and follow federal and state laws. Disclaimers regarding departmental and individual pages are addressed in the Web Site Usage Policy. Views and opinions expressed in e-mail are strictly those of the authors. The university is not responsible for the content of e-mail communications.

**DISCIPLINARY ACTION:**

Engaging in any activity that violates the Computer Use Policy may result in the immediate suspension of an individual's computer access privileges, other disciplinary and/or legal action. The imposition of any sanction imposed under this policy is subject to review pursuant to applicable provisions of the *Faculty, Staff and Student Handbooks*.

**O. Benefits-Eligible Retirement (Board Policy No. 516)** - Currently the university has a basic retirement plan which provides for continuation of certain fringe benefits. The plan was last modified by the Board of Trustees in August 1997, and will expire on July 31, 1999. The plan provides the opportunity to continue participation in selected benefits for those employees retiring with 30 or more years of service at any age OR 10 or more years of service at age 59.5 or older. The plan has run concurrently with other special retirement incentive programs which the university has periodically offered.

Eligible retirees may currently elect the following coverage:

Health Insurance

Regular health insurance may continue for former employees until age 65 and eligible dependents may continue health insurance until age 65. Premiums are charged at the same rate as those for current active employees and their dependents. From age 65 to age 70, the university contributes a portion of the cost of Medicare supplemental coverage for the former employee. All university coverage for dependents ends when they reach age 65.

Dental Insurance

Former employees may continue participation in the dental plan. The university makes no contributions toward coverage for the former employee or dependents. All dental coverage ends at age 65.

Life Insurance

The Life Insurance plan adopted by the Board of Trustees on October 16, 1998, adjusted life coverage for future retirees. Former employees retiring by January 1, 1999, were eligible to continue to purchase life coverage equal to one-time their ending salary. The university also continued to purchase life coverage equal to one-time ending salary. At age 80, all coverage ends. Retirement eligible employees who did not retire on January 1, 1999, were given the one-time opportunity to elect continuation of the current plan or move into the new plan. Other benefits-eligible employees as of December 31, 1998, who qualify for retirement, will be provided with a basic life insurance coverage of \$15,000 until age 80. Employees hired after December 31, 1998, will receive no retiree life insurance coverage.

Other

Retirees are eligible for lifetime passes for athletic events and university facilities and for other university-sponsored events. Retirees are eligible for lifetime passes for use of the library and may contact the UCA Police Department for a free retiree parking decal.

This policy maintains a stable, basic benefits-eligible retirement program which will allow employees to plan for retirement.

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING POLICY AS BOARD POLICY NO. 516, ‘BENEFITS-ELIGIBLE RETIREMENT,’ EFFECTIVE AUGUST 1, 1999”:**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 516

Subject: Benefits - Eligible Retirement

Page 1 of 1

Date Adopted: \_\_\_\_\_ Revised: \_\_\_\_\_

---

Full-time employees who have completed ten (10) or more years of benefits-eligible service at UCA and who are age 59.5 or older or full-time employees who have completed thirty (30) or more years of service at any age shall be eligible for basic benefits-eligible retirement. Employees who intend to retire shall provide, at a minimum, a ninety (90) day written notice. For faculty, retirement shall begin at the end of the semester in which notification is provided. For staff, retirement shall begin at the end of the notification period. Retirement means termination of all employment with the university.

Qualified retirees shall be eligible to continue participation in health and dental insurance plans which are available to active employees.

Retirees may purchase health insurance for themselves and their eligible dependents at the same premium rates as those paid by active employees. From age 65 until age 70 the university will contribute toward medicare supplemental coverage for the retiree. At age 70, the retiree pays the entire cost of coverage. At age 65, coverage for dependents will end.

Retirees may purchase dental insurance for themselves and their eligible dependents at the same premium rates as those paid by active employees. When participants reach age 65 all coverage will end.

Future retirees hired before January 1, 1999, will receive \$15,000 in retiree life insurance until age 80. At age 80 all coverage ends. Retirees hired after December 31, 1998, will receive no retiree life insurance coverage. The life insurance plans for current retirees and employees who qualified for retirement as of December 31, 1998, will continue.

Retirees shall be eligible for lifetime passes to athletic events, university athletic and theatre facilities and to other university-sponsored events. Retirees shall be eligible for lifetime passes to the library, free retiree parking decals and other miscellaneous benefits which the university may elect to provide.

**Q. Deletion of Masters Program in Sociology** - The Master of Science degree program in sociology has had no students admitted since fall 1996. Faculty time and resources are better used by focusing on the successful undergraduate program and general education offerings rather than this masters degree. The two students currently enrolled in the program will be allowed the necessary time to complete their degrees.

The recommendation to delete the MS in sociology has been endorsed by all appropriate councils and administrators.

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE DELETION OF THE MASTER OF SCIENCE DEGREE IN SOCIOLOGY WITH THE UNDERSTANDING THAT THE TWO STUDENTS CURRENTLY ENROLLED IN THE PROGRAM WILL BE ALLOWED TO COMPLETE THEIR DEGREES.”**

**R. Deletion of Baccalaureate Programs in Speech, Journalism, and Music** - The College of Fine Arts and Communication seeks to revise the music education program so that students can complete the appropriate degree in a reasonable amount of time. The effort reduces the required number of hours to 130 by eliminating the Bachelor of Music Education degree and having students pursue the Bachelor of Music degree. The latter degree is currently being offered and allows students to satisfy teacher certification requirements. There are no students currently in the Bachelor of Music Education degree program.

The Bachelor of Science in Education program in journalism has had no graduates in the last five years and there are no students currently enrolled. Students can meet teacher certification requirements through another degree option.

The Bachelor of Science in speech and theatre had five graduates in the last five years. There is currently one student enrolled in the program, and this student will be allowed to complete the program. Students seeking teacher certification in this area can fulfill certification requirements through another degree option.

While students currently enrolled in these degree programs will be allowed the necessary time to complete degrees, no new students will be admitted to these programs.

The recommendations to delete the BME, the BSE in journalism, and the BSE in speech and theatre have been reviewed and endorsed by all appropriate councils and administrators.

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE ELIMINATION OF THE BACHELOR OF MUSIC EDUCATION, THE BACHELOR OF SCIENCE IN EDUCATION DEGREE IN JOURNALISM, AND THE BACHELOR OF SCIENCE IN EDUCATION DEGREE IN SPEECH AND THEATRE.”**

**S. Faculty Handbook Revision: Lecturer/Clinical Instructor/Laboratory Instructor Advancement** - To recognize years of effective service in lecturer, clinical instructor, or laboratory instructor positions, the following section of the *Faculty Handbook* has been revised to include procedures for advancement. The revision has been recommended by the Non-Tenure-Track Faculty Senate, Council of Deans, and appropriate administrators.

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING REVISION TO THE *FACULTY HANDBOOK*”:**

**C. Faculty Personnel: Lecturer/Clinical/Laboratory Instructor Appointments and Promotions**

The lecturer/clinical/laboratory instructor appointment is a non-tenurable position that may be renewed on an annual basis. Duties involve responsibilities in clinical, laboratory, didactic, or transitional courses, and/or clinical or field supervision/coordination. ~~Renewal decisions are based upon evidence of successful performance in assigned duties, scholarship/practice, service, and documented programmatic need. All lecturer/clinical/laboratory instructors are eligible for consideration with respect to merit raises, travel funds, operating funds, grant awards, and other funding. Regulations prohibit issuance of multiple-year contracts. However, for those who are being retained after the fourth year of successful performance, the university may make a commitment that carries a presumption of a three-year term, provided that programmatic need is anticipated for that period.~~

**1. Renewal**

~~Renewal decisions are based upon documented evidence of successful performance in assigned duties, scholarship/practice, service, and programmatic need. All lecturers/clinical instructors/laboratory instructors are eligible for consideration with respect to merit raises, grant awards, travel, operating, and other funding.~~

After completing four continuous years of effective service and provided programmatic needs justify continuation of the position, the university may offer a lecturer/clinical instructor/laboratory instructor a three year rolling appointment. Each year of the three year rolling appointment the lecturer/clinical instructor/laboratory instructor will be evaluated to determine whether or not effective service has been rendered to the university. If it is determined that a lecturer/clinical instructor/laboratory instructor has rendered effective service to the university and programmatic needs justify continuation of the position, an additional year will be added to the appointment.

## 2. Levels – Educational and Experiential Requirements

### a. Lecturer/Clinical Instructor/Laboratory Instructor I

- a: (1) A minimum of a masters degree in an appropriate discipline or equivalent training;
- b: (2) Evidence of mastery of skill, content knowledge, and current research in the area of assigned duties;
- c: (3) Demonstrated competency; and
- d: (4) Current certifications and appropriate credentials (where required).

### 2. b. Lecturer/Clinical Instructor/Laboratory Instructor II

- (1) All criteria referenced in (2)(a)(1)-(4);
- a: (2) Four years of continuous service as a Lecturer/Clinical Instructor/Laboratory Instructor I, or teaching/supervisory experience in an area that is equivalent in knowledge, skill, and responsibility;
- b: (3) ~~A minimum of a master's degree in an appropriate discipline and/or other evidence of mastery of skill, content, and current research in specialty area;~~ Documented evidence of a high



level of effective teaching performance, mastery of skill and content knowledge, current research in a specialty area; and

- c. (4) ~~Demonstrated~~ Documented evidence of a high level of effective knowledge and skills in course development, implementation, and evaluation. ~~and~~
- d. ~~Current certifications and appropriate credentials (where required):~~

### 3. Procedures for Advancement

During the fourth year of continuous service, a lecturer/clinical instructor/laboratory instructor I is eligible to be considered for advancement to level II status provided programmatic needs justify continuation of the position.

#### a. Application

The procedure for advancement is initiated by the faculty member. It is the responsibility of the faculty member to be aware of his/her own status regarding advancement, as well as the policies and procedures involved. A faculty member seeking advancement is responsible for preparing the initial application and ensuring that all relevant materials are included. The application should include documentation that the faculty member has met all eligibility requirements for advancement as outlined in section (2)(b)(1)-(4).

#### b. File

Each reviewing body may request or consider additional written information available from or submitted by sources other than the faculty member. Any information requested and provided to a reviewing body, along with the application submitted by the faculty member, constitutes the file. Each reviewing body will give consideration to the file and make appropriate recommendations. To the degree possible, the file will be maintained in a confidential manner at each level of review, except in those circumstances when a formal appeal of a decision is made.

c. Process

A faculty member interested in advancement must inform the department chair, in writing, by September 15 that he/she plans to apply for advancement. A completed application is due to the department chair by October 1.

The department chair will recommend a process for formation of an advancement committee, subject to approval by the college dean. The department chair will appoint a committee following consultation with departmental faculty that will have three to five faculty and, when possible, include a combination of tenured, tenure-track and non-tenure-track faculty. The chair will forward the application to the committee.

The committee, after considering the file of each faculty member, will submit a report to the department chair with a written justification for its recommendation by October 15 for each faculty member. If more than one faculty member is recommended for advancement, a ranked list is required.

The department chair will evaluate the applications and prepare his/her recommendations. If more than one faculty member is recommended for advancement, a ranked list is required. The department chair will meet with a faculty member who has received a negative recommendation from either the committee or the chair. The faculty member may withdraw his/her application; if not withdrawn, all files and recommendations are forwarded to the dean by November 1.

The dean will conduct an independent review of all recommendations and corresponding files and prepare a written recommendation for the provost. If more than one faculty member is recommended for advancement, a ranked list is required. In the event of a negative recommendation, the dean will inform the faculty member and the department chair of the decision to deny advancement, and the faculty member may withdraw his/her application. If an application is not withdrawn, the entire record is sent to the provost by December 1.

Following submission to the Council of Deans for advice, the provost renders the decision regarding advancement. The provost will inform the faculty member, in writing, of the decision.

d. Appeal

A faculty member receiving a negative decision by the provost may appeal the decision within ten (10) working days by filing an appeal with the Office of the President. Appeals are heard by an Advancement Appeals Committee. The committee will consist of three non-tenure track faculty, two department chairs, and a vice president or other individual reporting directly to the president. The process for selecting committee members will be that described for the Faculty Grievance Council in the Faculty Handbook. Faculty and department chairs from the college of the faculty member are ineligible to serve on the Advancement Appeals Committee.

**T. Deletion of Board Policy No. 360, “Guidelines - Nursing Adjunct Faculty”** - Board Policy No. 360 which addresses “Guidelines for Nursing Adjunct Faculty” is inconsistent with provisions of the *Faculty Handbook* found on page 34. The current *Faculty Handbook* provisions addressing adjunct faculty vitiate Board Policy No. 360.

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES DELETION OF BOARD POLICY NO. 360, ‘GUIDELINES - NURSING ADJUNCT FACULTY.’”**



**EXECUTIVE SESSION**

Because Dr. Chakales' time was limited, executive session was declared upon motion by Mr. Harding with a second by Mr. Aydelott.

**OPEN SESSION**

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

**“BE IT RESOLVED: THAT THE UCA BOARD OF TRUSTEES APPROVES THE FOLLOWING APPOINTMENTS, REAPPOINTMENTS, APPOINTMENTS FROM RESTRICTED/GRANT FUNDS, 1999 PROMOTIONS, 1999 TENURE LIST, LEAVES WITHOUT PAY, RESIGNATIONS, RETIREMENTS, AND SABBATICALS, PROVIDED HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE.”**

**APPOINTMENTS:**

1. Dennis Caryl, Assistant Football Coach/Instructor, Athletics/Kinesiology-Physical Education, Non-tenure Track, effective March 22, 1999 through June 30, 1999 @ an annual salary of \$42,000.00.
2. Janice Hanlon, Director Corporate Relations, Continuing Education Non-tenure Track, effective March 1, 1999 @ an annual salary of \$45,000.00.
3. Joel Harrison, Men's Soccer Coach, Athletics/Kinesiology, Non-tenure Track, effective May 1, 1999 through June 30, 1999 @ an annual salary of \$33,600.00.

**REAPPOINTMENTS:**

## PRESIDENT'S DIVISION

Office of the President

Winfred L. Thompson (T)	President/Professor of History	* \$156,000
Peggy S. Smith	Associate for Administration	41,000

Admissions

Joe Darling	Director of Admissions	70,000
Penny Hatfield	Assistant Dean of Students	42,185
Eric Clay	Assistant Dean of Students/Assist. Director of Admissions	30,115
Mercedes Buller	Assistant Dean of Students	27,000
Stephanie Ratliff	Assistant Dean of Students/Assistant Director of Admissions	24,252

Governmental Affairs

Jack Gillean	Executive Assistant to the President	85,933
Melissa Rust	General Counsel	63,800

Institutional Research

Roger Lewis	Director of Institutional Research	65,000
-------------	------------------------------------	--------

Internal Audit

Pamela Massey	Director of Internal Audits	37,485
---------------	-----------------------------	--------

International Programs

Brian Bolter (T)	Director of International Programs/Associate Professor	77,500
Carol Knipscheer (O)	Instructor/Coordinator of Intensive English Program	38,492
Greg Kost	Project Coordinator	29,000
Lynn Schaefer (O)	Instructor	26,114
Freddie Bowles (O)	Instructor	25,399

# Part-time Employee  
\* 12-Month Faculty  
\*\* 10-Month Faculty

Tenure Status:

N = Non-tenured, on track  
O = Other tenure status  
T = Tenure

## PROVOST'S DIVISION

Office of Provost

John A. Mosbo (T)	Provost	\$ 110,000
Samual Buchanan (T)	Assistant Vice President/Associate Provost/Professor	86,440
Joan Pritchard (T)	Assistant Professor/Director of Faculty Development	** 61,228
Jonathan Glenn (T)	Professor/Director of University Assessment	50,542

Continuing Education

Linda Beene	Assistant Professor/Director of Continuing Education	71,638
Janice Hanlon	Director of Corporate Relations	45,000
Kimberly Bradford	Continuing Education Coordinator	42,939

Graduate School/Sponsored Programs

Elaine McNiece (T)	Academic Dean/Professor	86,440
Deborah S. Walz	Director of Grants & Other Sponsored Programs	60,280

Honors College

Norbert O. Schedler (T)	Professor/Director of Honors College	78,825
Richard I. Scott (T)	Professor/Assistant Director of Honors College	58,889

Registrar's Office

Anthony Sitz	Registrar	62,795
--------------	-----------	--------

Torreyson Library

Willie Hardin (T)	Academic Dean/Professor	73,712
Kaye Talley	Assistant Librarian/Technical Services Coordinator	42,514
David Parker	Director of Audiovisual Services	42,122
Art Lichtenstein	Assistant Librarian/Public Services Coordinator	40,932
Ellen Johnson	Assistant Librarian/Circulation	36,547
Sarah Bryan	Assistant Librarian/Head Cataloger	36,258
Amanda Moore	Assistant Librarian	34,154
Troy Helm	Assistant Librarian	33,359
William Bryant	Archivist	32,500
Sloan Powell	Assistant Librarian	#15,544
Tracy Swank	Assistant Librarian	30,391
Charlotte Evans	Assistant Librarian	30,345
Mary White	Assistant Librarian	29,000

# Part-time Employee  
 \* 12-Month Faculty  
 \*\* 10-Month Faculty

Tenure Status:

N = Non-tenured, on track  
 O = Other tenure status  
 T = Tenure



Undergraduate Studies

Sally Roden (T)	Academic Dean/Professor	\$ 82,773
Huey Antley (O)	Instructor/Coordinator of Research	49,500
Charlotte Cone (O)	Research Assoc/Director of Acc. Learning & Teaching	41,444
Jayme Stone (O)	Instructor/Coordinator of Undergraduate Studies	37,980
Norma Tio (O)	Instructor/Coordinator of Academic Advising	37,852

# Part-time Employee  
 \* 12-Month Faculty  
 \*\* 10-Month Faculty

Tenure Status:

N = Non-tenured, on track  
 O = Other tenure status  
 T = Tenure

## ADMINISTRATIVE SERVICES DIVISION

Office of Vice President

John Smith (O)	Vice President for Administrative Services/ Assistant Professor	\$ 104,000
----------------	--	------------

Athletic Department

Michael B. Isom (O)	Head Football Coach/Physical Education Instructor	62,502
Arch M. Jones (O)	Men's Athletic Director/Instructor	60,000
Mary Schlientz (O)	Women's Athletic Director/Instructor	60,000
Ronald J. Marvel (O)	Head Coach/Women's Basketball/Instructor	57,469
Sallie V. Dalton (O)	Compliance Coordinator/Instructor/ Women's Athletic Administrator	54,557
Richard J. Martin Jr (O)	Head Coach/Cross Country/Instructor	48,743
Charles Hervey (O)	Head Coach/Men's Basketball/Instructor	50,000
Brooks Hollingsworth (O)	Assistant Football Coach/Instructor	44,115
Charles Wade	Instructor/Assistant Coach/Football	43,002
Darrell G. Walsh (O)	Instructor/Head Tennis Coach/ Assistant Women's Basketball Coach	34,482
Hollie Harris	Interim Women's Soccer Coach/Instructor	33,609
Steve East	Sports Information Director	32,625
Toby J. White	Head Coach/Baseball/Instructor	32,153
Natalie Shock	Instructor/Head Softball Coach	32,049
Ryan Strong (O)	Instructor/Interim Facilities/Event Management Coordinator	30,000

Bookstore

Stewart Snider	Bookstore Manager	49,105
----------------	-------------------	--------

Computing Center

John Roy	Director of Computer Services	85,000
Lilly Harmon	Associate Director of Computer Services	66,307

Financial Services

Barbara Goswick	Associate Vice President for Financial Services	78,000
Pam Jolly	Project Coordinator	47,000
Margaret Wallace	Budget Officer	38,000
Terri Canino	Grant Accountant	24,970

Housing Office

George Pilgreen	Assistant Dean of Students/Director of Housing	51,000
-----------------	--	--------

# Part-time Employee  
\* 12-Month Faculty  
\*\* 10-Month Faculty

Tenure Status:

N = Non-tenured, on track  
O = Other tenure status  
T = Tenure

4136

Human Resources

Steven P. Wood                      Assistant Vice President for Human Resources                      \$ 63,500

Physical Plant

Jerrel Fielder                      Director of Physical Plant                      77,000

Paul Crosmer                      Director of Engineering System                      49,468

Purchasing

Paul Totten                      Business Manager                      56,000

Student Financial Aid

Cheryl Lyons                      Director of Student Aid                      55,000

Terri Powers                      Project Coordinator                      31,059

#              Part-time Employee  
\*              12-Month Faculty  
\*\*             10-Month Faculty

Tenure Status:  
N = Non-tenured, on track  
O = Other tenure status  
T = Tenure

## INSTITUTIONAL ADVANCEMENT'S DIVISION

<u>Office of Vice President</u>		
Joe Hatcher	Vice President for Institutional Advancement	\$ 90,000
<u>Development &amp; Alumni Services</u>		
Lorri Hambuchen	Director of Development/Director of Major Gifts	53,300
Carolyn Ishee	Associate Director of Development	45,842
<u>Public Information</u>		
James Schneider	Director of Information	47,907
<u>University Publications</u>		
Ellen Ishee	Director of Publications & Creative Services	39,796

# Part-time Employee  
 \* 12-Month Faculty  
 \*\* 10-Month Faculty

Tenure Status:  
 N = Non-tenured, on track  
 O = Other tenure status  
 T = Tenure

## STUDENT SERVICES DIVISION

<u>Office of Vice President</u>		
Ronald Williams	Vice President for Student Services	\$ 90,950
Gary Roberts	Dean of Students	64,671
<u>Career Planning and Placement</u>		
William E. Yates	Director of Cooperative Education	51,450
Katherine Rice Clayborn	Assistant Dean of Students/Assistant Director of Placement	39,636
Anne Gillespie-Bolter	Career Services Coordinator	29,000
<u>Counseling Services</u>		
Maurice Ness	Director of Counseling Center	59,196
Beth Scott	Assistant Dean of Students/Counselor	34,752
Mary Mabry	Assistant Dean of Students/Counselor	35,245
James Guinee	Director of Developmental Skills/Counselor	32,682
<u>Disability Services</u>		
Wendy Holbrook	Assistant Director of Minority Student Services	28,000
<u>Intramural Sports &amp; Recreation</u>		
David Dennis	Coordinator of Intramural Activities/Recreation	37,944
Jack Fulmer	Project Coordinator/Assistant Director of Intramurals	32,869
<u>Minority Affairs</u>		
Ronjanett Mayfield	Associate Dean/Director of Minority Affairs	29,500
<u>Orientation/Leadership Development</u>		
Henry Phelps IV	Assistant Dean of Students/Director of Orientation	45,652

# Part-time Employee  
 \* 12-Month Faculty  
 \*\* 10-Month Faculty

Tenure Status:  
 N = Non-tenured, on track  
 O = Other tenure status  
 T = Tenure

Student Activities

John Cagle	Assistant Dean of Students/Director of the Student Center	\$ 45,264
Jeanette Taylor	Assistant Dean of Students/Dir of Greek & University Programs	32,162
Monty Rowell	Radio Station Manager	29,580
Kendra Pelletier	Assistant Dean of Students/Director of Student Activities	29,500
Elizabeth Branscum	Assistant Dean of Students/Assist Dir of the Student Center/ Coordinator of University Events	27,500

# Part-time Employee  
 \* 12-Month Faculty  
 \*\* 10-Month Faculty

Tenure Status:  
 N = Non-tenured, on track  
 O = Other tenure status  
 T = Tenure

## COLLEGE OF BUSINESS ADMINISTRATION

Joseph Horton (T)	Academic Dean/Professor	*\$ 98,309
Ira Saltz (N)	Associate Professor/Assistant Dean	* 74,328

Department of Accounting

Thomas Oxner (T)	Department Chairperson/Associate Professor	75,362
Michael Moore (T)	Professor	74,432
Billy Humphrey (T)	Professor	62,594
Ben Carter (T)	Associate Professor	59,684
Pamela Spikes (T)	Associate Professor	59,445
Paul Jensen (T)	Associate Professor	59,519
Roy Whitehead Jr. (T)	Associate Professor	57,845
Donna Smith (T)	Assistant Professor	50,761
Marilyn Clarkson (O)	Instructor	31,187

Department of Economics & Finance

Walter Block (N)	Department Chair/Professor	74,194
William Johnson (T)	Professor	66,154
Ling Tian He (N)	Associate Professor	65,000
James Bell (T)	Professor	64,994
James Packer III (T)	Associate Professor	63,905
Armand Picou (N)	Associate Professor	63,062
Patricia Cantrell (T)	Associate Professor	56,112
William Kordsmeier (T)	Associate Professor	54,840
Joseph McGarrity (N)	Assistant Professor	48,561
Roy McLean (N)	Assistant Professor	47,194
James Weller (T)	Assistant Professor	43,614
John Leonard (O)	Assistant Professor	35,000

Department of Marketing & Management

William Bounds Jr (T)	Department Chairperson/Associate Professor	*77,228
John Malley (T)	Professor	70,453
William Friedman (N)	Associate Professor	68,000
Don Bradley III (T)	Professor	66,844
Joseph Cangelosi Jr (T)	Associate Professor	65,270
Kenneth Griffin (T)	Professor	64,917
Herff Moore Jr (T)	Associate Professor	64,552
James Barr (T)	Professor	64,189
Michael Rubach (N)	Assistant Professor	59,694

# Part-time Employee  
 \* 12-Month Faculty  
 \*\* 10-Month Faculty

Tenure Status:

N = Non-tenured, on track  
 O = Other tenure status  
 T = Tenure

Department of Marketing and Management Continued

Robert Holbrook (N)	Assistant Professor	\$57,194
Scott Markham (T)	Associate Professor	56,509
M David Kim (N)	Assistant Professor	48,394
Rebecca Gatlin-Watts (T)	Associate Professor	46,094
Paula Ladd (N)	Assistant Professor	42,701
Beverly Oswald (O)	Instructor	*33,848
Milan Bartos (O)	Instructor	32,194
Carla Barber (O)	Information Technology Specialist/Instructor	*29,764
Mark Thessing (O)	Instructor	25,000

# Part-time Employee  
 \* 12-Month Faculty  
 \*\* 10-Month Faculty

Tenure Status:

N = Non-tenured, on track  
 O = Other tenure status  
 T = Tenure



## COLLEGE OF EDUCATION

Center for Academic Excellence

Susan Peterson (O)	Associate Professor/Assistant Director	*48,476
--------------------	--	---------

Department of Academic Technologies and Educational Leadership

Selvin Royal (T)	Department Chairperson/Professor	* 82,830
Joseph Arn (T)	Professor	62,742
Paul Peterson (T)	Professor	59,406
Clemens Gruen (T)	Professor	49,938
Glenda Thurman (T)	Associate Professor	48,370
Jody Charter (T)	Associate Professor	45,767
Harold Griffin (T)	Associate Professor	42,292
Debra Adler (N)	Assistant Professor	37,533
Linda Bean (N)	Assistant Professor	36,000

Department of Curriculum and Instruction

Terry James (T)	Interim Dept. Chairperson/Professor	68,412
James Mainord (T)	Professor	67,796
David Naylor (T)	Professor	67,223
Kathleen Atkins (T)	Associate Professor/Interim Assistant Dean	*62,978
Patricia Phelps (T)	Associate Professor	44,457
Mary Mosley (T)	Associate Professor	41,597
Mark Cooper (N)	Assistant Professor	41,000
Tammy Benson (N)	Assistant Professor	39,853
Lloyd Hervey (N)	Assistant Professor/Coordinator of Minority Student Services	38,724
C Denise Johnson (N)	Assistant Professor	38,533
Janet Filer (N)	Assistant Professor	37,896
Ralph Calhoun (T)	Assistant Professor	35,533
Alma Shearin (N)	Assistant Professor	34,900
David Sumpter (T)	Assistant Professor	33,621
Carolyn Zimmerly (O)	Instructor/ Director Child Study Center	30,553
Donna Cain (O)	Instructor	30,533
Anna Mosbo (O)	Instructor	30,000
Angela Greenland (O)	Instructor	27,000

Learning Resource Center

John Goswick (O)	Instructor	* 34,348
------------------	------------	----------

# Part-time Employee  
 \* 12-Month Faculty  
 \*\* 10-Month Faculty

Tenure Status:

N = Non-tenured, on track  
 O = Other tenure status  
 T = Tenure

Professional Field Services

Kenneth Vaughn (O)	Assistant Professor/Director of Professional Field Services	*\$ 56,123
Deborah Barnes (O)	Instructor/Coordinator of Directed Teaching	* 42,158
Linda Arnold (O)	Assistant Professor	35,607
Lisa George (O)	Instructor/Coordinator of Early Field Experiences	31,154
Daniel Barrington (O)	Instructor/Coordinator of Preprofessional Field Services	29,133

Department of Psychology and Counseling

David Skotko (T)	Department Chairperson/Professor	*82,314
Billy Smith (T)	Professor	69,289
Bobby Williams (T)	Professor	64,816
Linda Glenn (T)	Professor	53,683
John Murphy (N)	Associate Professor	50,203
Teresa Smith (T)	Associate Professor	46,500
Elson Bihm (T)	Associate Professor	46,416
Linda Fielstein (T)	Associate Professor	44,269
Michael Scoles (T)	Associate Professor	43,936
Ann Witcher (T)	Associate Professor	42,777
William Lammers (T)	Associate Professor	42,630
Ronald Bramlett (T)	Associate Professor	41,124
Robert Rowell (T)	Assistant Professor	39,849
Paulette Leonard (T)	Associate Professor	38,825
James Nelson (N)	Assistant Professor	35,633
Amelia Barile (N)	Assistant Professor	34,500
Carolyn Kelley (O)	Instructor	28,362
Karen Dobbs (O)	Instructor	27,000
Kim Dielmann (O)	Instructor	27,000
Suzanne Booher (O)	Instructor	27,000

# Part-time Employee  
 \* 12-Month Faculty  
 \*\* 10-Month Faculty

Tenure Status:  
 N = Non-tenured, on track  
 O = Other tenure status  
 T = Tenure

## COLLEGE OF FINE ARTS AND COMMUNICATION

Robert Everding (T)	Academic Dean/Professor	*\$ 95,000
---------------------	-------------------------	------------

Department of Art

Kenneth Burchett (T)	Department Chairperson/Professor	* 77,646
Helen Phillips (T)	Professor	52,362
Patrick Larsen (T)	Professor	49,899
Roger Bowman (T)	Professor	47,284
Gayle Seymour (T)	Professor	44,872
Andrew Cohen (T)	Associate Professor/Director of Exemplary Studies	40,765
Cathy Caldwell (T)	Associate Professor	40,617
Bryan Massey (T)	Associate Professor	39,903
Lyn Brands-Wallace (T)	Associate Professor	39,172
Jeffrey Young (N)	Assistant Professor	38,648
Maxine Payne Caufield (N)	Assistant Professor	36,498
Garlan F Jenkins (O)	Instructor/Gallery Director	* 33,708
Jack Slentz (O)	Instructor	* 20,000

Department of Music

Gilbert Baker (T)	Assistant Professor	*57,000
John Erwin (T)	Associate Professor/Director of Choral Activities	**54,891
Ricky Brooks (N)	Assistant Professor/Director of Bands	*51,138
Anne Patterson (T)	Associate Professor	51,120
Don Collins (T)	Professor	51,083
Neil Rutman (T)	Assistant Professor	50,146
Carl Anthony (T)	Professor	48,844
Denis Winter (T)	Professor	48,023
Patrick Hasty (T)	Associate Professor	47,289
Kay Kraeft (T)	Professor	47,281
Jacquelyn Lamar (T)	Associate Professor	44,930
Wolfgang Oeste (T)	Assistant Professor	42,054
Carolyn Brown (N)	Assistant Professor	38,277
John Roscigno (N)	Assistant Professor	38,398
Robert Holden (N)	Assistant Professor	36,698
Paul Dickinson (N)	Assistant Professor	36,398
Linda Hsu (N)	Assistant Professor	35,648
Thomas Burritt (N)	Instructor	34,498
Judith Roberts (O)	Instructor	34,498
Kristina Belisle (T)	Assistant Professor	34,362
Joan Huang (O)	Lecturer	30,498

# Part-time Employee  
 \* 12-Month Faculty  
 \*\* 10-Month Faculty

Tenure Status:

N = Non-tenured, on track  
 O = Other tenure status  
 T = Tenure

Department of Music Continued.

Martha Antolik (O)	Lecturer	\$ 28,598
Jann Bryant (O)	Instructor/Director of Community School of Music	*25,726
Christine Franklin (O)	Lecturer	27,000

Department of Speech, Theatre, Communication

Robert Willenbrink Jr (T)	Department Chairperson/Associate Professor	*66,602
Glenn Smith (T)	Professor	56,569
Gregory Blakey (T)	Assistant Professor	40,425
Claudia Beach (T)	Assistant Professor/Director of Theatre	39,854
Mike Lar (O)	Instructor	*37,678
Paulette Walter (O)	Instructor/Scroll Advisor	**37,473
Kathryn Young (T)	Assistant Professor	37,398
Debra Worthington (N)	Assistant Professor	35,398
Karen Craig (O)	Instructor	35,000
Shawn Fulper Smith (O)	Instructor/Radio Program Manager	*32,192
Belinda Bernum (O)	Instructor/Lecturer I	31,398
Shauna Thieman (O)	Lecturer/Director of Forensics	29,498
Rose Hamilton (O)	Instructor	27,398
Elizabeth Parker	Project Coordinator	24,068

Writing Program

David Harvey (T)	Associate Professor/Director of Writing Program	* 60,178
Margaret Morgan (T)	Associate Professor	43,600
Terry Wright (T)	Associate Professor	41,461
Francie Jeffery (T)	Assistant Professor	38,559
Daniel Roche (N)	Assistant Professor	36,998
Bonita Selting (N)	Assistant Professor	36,498
Stephanie Vanderslice (N)	Assistant Professor	35,000
Lynn Burley (N)	Assistant Professor	35,000
Hui Wu (O)	Lecturer	29,498
Ellen Stengel (O)	Instructor	28,648
Steven Lance (O)	Instructor	27,606
Lisa Mongno (O)	Instructor	27,000
James Gifford (O)	Instructor	27,000
Cynthia Anderson (O)	Instructor	27,000
John Hankiewicz (O)	Instructor	27,000

# Part-time Employee  
 \* 12-Month Faculty  
 \*\* 10-Month Faculty

Tenure Status:

N = Non-tenured, on track  
 O = Other tenure status  
 T = Tenure

## COLLEGE OF HEALTH AND APPLIED SCIENCES

Neil Hattlestad (T)	Academic Dean/Professor	*\$ 95,000
Jimmy Ishee (T)	Professor/Assistant Dean	* 70,365

Department of Family and Consumer Science

Mary Harlan (T)	Department Chairperson/Professor	* 68,770
Melissa Shock (T)	Associate Professor	44,447
Dana Moody (O)	Clinical Instructor	35,840
Cathy Brown (O)	Assistant Professor	35,565
Ginny Nutter Wood (O)	Clinical Instructor	34,490
Renee Ryburn (O)	Clinical Instructor	34,116

Department of Health Sciences

Emogene Fox (T)	Department Chairperson/Professor	* 66,068
Betty Hubbard (T)	Professor	52,278
Jane Lammers (T)	Professor	50,420
Dwight Pierce (T)	Associate Professor	42,645
Jacqueline Rainey (T)	Assistant Professor	40,451
Gary Lewers (T)	Associate Professor	40,423
Sarah Jerome (N)	Assistant Professor	37,740
Mark Oliver (O)	Instructor	20,400

Department of Kinesiology and Physical Education

Deborah Howell (T)	Department Chairperson/Associate Professor	* 67,763
Larry Titlow (T)	Professor	53,584
Frank Servedio (N,F)	Assistant Professor	36,730
Lorna Strong (O)	Instructor/Director of Athletic Training	34,364
David Strickland (O)	Instructor	30,000
Carla Horan (O)	Clinical Instructor	27,130

Department of Nursing

Barbara Williams (T)	Department Chairperson/Professor	* 72,610
Kathleen Bondy (T)	Professor	54,385
Kathleen Delorenzo (N)	Assistant Professor	50,590
Lauretta Koenigseder (T)	Assistant Professor	49,742
Rebecca Lancaster (T)	Assistant Professor	48,627
Sheila Stroman (T)	Assistant Professor	47,907
Alice Martin-Watson (O,F)	Assistant Professor	40,724

# Part-time Employee  
 \* 12-Month Faculty  
 \*\* 10-Month Faculty

Tenure Status:

N = Non-tenured, on track  
 O = Other tenure status  
 T = Tenure  
 F = Terminal Year

Department of Nursing Continued.

Susan Gatto (O)	Clinical Instructor	\$ 37,373
Carol Enderlin (O)	Clinical Instructor	37,090
Patricia Lucy (O)	Clinical Instructor	37,004
Karen Jenkins (O)	Clinical Instructor	36,913
Sharyl Sain (O)	Clinical Instructor	36,230
Debra Gordon (O)	Clinical Instructor	35,490
Lisabeth Hoffman (O)	Instructor	34,490
Gwendolyn R. Galloway (O)	Clinical Instructor	33,000

Department of Occupational Therapy

Linda Shalik (T)	Department Chairperson/Associate Professor	*74,268
Catherine Acre (T)	Assistant Professor	46,533
Marc Willey (N)	Assistant Professor	45,482
Kathryn White (N)	Instructor	44,538
Lorrie Buddenberg (N)	Instructor	44,432
Jennifer Johnson (N)	Instructor	42,511
Deborah Gangluff (O)	Clinical Instructor/Grant Project Clinician	39,071
Tina Mankey (O)	Instructor	38,990

Department of Physical Therapy

Venita Lovelace Chandler (T)	Department Chairperson/Professor	* 80,251
William Bandy (T)	Professor	59,282
Nancy Reese (T)	Associate Professor	54,062
Glenn Irion (T)	Associate Professor	51,390
Loretta Knutson (N)	Associate Professor	51,140
Reta Zabel (T)	Assistant Professor	50,465
Clayton Holmes (N)	Assistant Professor	48,132
Bruce Mendelson (N)	Assistant Professor	46,640
Jean Irion (N)	Assistant Professor	46,045
Amy McMillan (N)	Assistant Professor	42,490
Stephen Hearn (O)	Instructor	40,902
Twala Maresh (O)	Clinical Instructor	39,640
James Fletcher (O)	Instructor	38,165
Stacey Stephens (O)	Instructor	28,000

Department of Speech-Language Pathology

Susan Moss-Logan (T)	Department Chairperson/Associate Professor	* 69,000
James Thurman (T)	Associate Professor	54,826
Robert Logan (T)	Associate Professor	45,493
Laura Smith-Olinde (O)	Assistant Professor	42,000
Betty Fusilier (T)	Instructor	39,735

# Part-time Employee  
 \* 12-Month Faculty  
 \*\* 10-Month Faculty

Tenure Status:

N = Non-tenured, on track  
 O = Other tenure status  
 T = Tenure

Department of Speech-Language Pathology Continued.

Dee Lance (N)	Assistant Professor	\$ 38,540
Kathy McDaniel (O)	Clinical Instructor	33,829
Sharon Ross (O)	Clinical Instructor	33,237
Linda Graham (O)	Clinical Instructor	32,736
Byron Ross (O)	Instructor	30,990
Michelle Haub (O)	Instructor	30,000

# Part-time Employee  
 \* 12-Month Faculty  
 \*\* 10-Month Faculty

Tenure Status:

N = Non-tenured, on track  
 O = Other tenure status  
 T = Tenure

## COLLEGE OF LIBERAL ARTS

Peter Mehl (T)	Associate Professor/Assistant Dean	* \$ 57,008
----------------	------------------------------------	-------------

Department of English

Wayne Stengel (T)	Interim Department Chairperson/Professor	* 65,040
Phillip Anderson (T)	Professor	62,714
Henry Rogers, III (T)	Professor	62,088
Terrance Kearns (T)	Professor	60,432
Conrad Shumaker (T)	Professor	52,525
Patricia McGraw (T)	Professor	51,677
Bonnie Melchior (T)	Professor	49,668
Rebecca Williams (T)	Associate Professor	49,273
Robert Lowrey (T)	Professor	48,779
Raymond Jean Frontain (T)	Professor	43,352
Michael Schaefer (T)	Associate Professor	41,519
Richard Gaughan (T)	Associate Professor	39,772

Department of Foreign Languages

Marian Brodman (T)	Department Chairperson/Associate Professor	* 69,976
Joel Pouwels (T)	Associate Professor	44,557
Dwight Langston (T)	Associate Professor	40,112
Phillip Bailey (T)	Associate Professor	40,424
Jaime Zambrano (T)	Associate Professor	39,043
Shirley Friedman (O)	Instructor	32,000
Patricia Carlin (O)	Instructor/Lecturer I	31,688

Department of Geography/Political Science/Sociology

Ronald Hy (T)	Department Chairperson/Professor	*74,598
Donald Whistler (T)	Professor	60,357
Michael Kelley (T)	Professor	58,360
R Gordon Shepherd (T)	Professor	54,919
Gary Wekkin (T)	Professor	54,281
William Jameson (T)	Associate Professor	54,192
D Brooks Green (T)	Associate Professor	53,454
Jamia Fox (T)	Professor	53,030
R Lawson Veasey Jr (T)	Professor	51,898
Gerald Reynolds (T)	Associate Professor	45,972
Paul Butt (T)	Associate Professor	45,139
Tom McInnis (T)	Associate Professor	42,233
John Passe Smith (T)	Associate Professor	40,984

# Part-time Employee  
 \* 12-Month Faculty  
 \*\* 10-Month Faculty

Tenure Status:

N = Non-tenured, on track  
 O = Other tenure status  
 T = Tenure



Department of Geography/Political Science/Sociology Continued.

Janet Wilson (N)	Assistant Professor	\$ 38,590
Jeffrey Allender (T)	Assistant Professor	36,794
Carolyn Aman (N)	Assistant Professor	35,490
Lani Malysa (T)	Assistant Professor	35,362
Sergey Andronikov (O)	Assistant Professor	35,000
Jeralynn Sittig (N)	Assistant Professor	34,000
Edward Powers (N)	Assistant Professor	34,000
Mary Passe Smith (O)	Laboratory Instructor	* 27,000

Department of History

George Schuyler (T)	Department Chairperson/Professor	* 71,238
Harry Readnour (T)	Professor	58,632
James Brodman (T)	Professor	58,408
Theman Taylor (T)	Professor	54,836
Maurice Webb (T)	Associate Professor	52,073
Eugene Corcoran (T)	Professor	51,626
Donald Jones (T)	Associate Professor	50,549
Randall Pouwels (T)	Professor	49,198
Kenneth Barnes (T)	Professor	46,705
Vincent Hammond (T)	Associate Professor	39,242
Sondra Gordy (T)	Assistant Professor	38,605
Melanie Perreault (N)	Assistant Professor	35,990
Mary Chalmers (O)	Instructor/Visiting Assistant Professor	33,090
Arlene Sindelar (O)	Instructor/Visiting Assistant Professor	30,590
Mary Landreth (O)	Instructor/Lecturer I	29,158
Carol Carter (O)	Instructor	27,000

Department of Philosophy

Jim Shelton (T)	Department Chairperson/Professor	*67,030
Charles Harvey (T)	Professor	52,415

# Part-time Employee  
 \* 12-Month Faculty  
 \*\* 10-Month Faculty

Tenure Status:

N = Non-tenured, on track  
 O = Other tenure status  
 T = Tenure

## COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

Stephen Addison (T)	Assistant Dean/Associate Professor	* \$ 61,315
---------------------	------------------------------------	-------------

Department of Biology

Paul Hamilton (T)	Department Chairperson/Professor	*74,445
Edmond Griffin (T)	Professor	63,191
Donald Culwell (T)	Professor	61,829
H Frederic Dalske (T)	Associate Professor	56,149
Wilbur Owen (T)	Professor	52,838
D Derald Smith (T)	Professor	52,100
John Choinski Jr (T)	Professor	49,875
William Moran (T)	Associate Professor	47,477
David Dussourd (T)	Associate Professor	44,591
Kenneth Freiley (T)	Associate Professor	42,896
Mary McDonald (T)	Associate Professor	42,633
Steven Runge (T)	Associate Professor	42,207
Michael Mathis (T)	Associate Professor	42,177
David Zehr (T)	Associate Professor	41,242
Thomas Walker (N)	Assistant Professor	39,061
Katherine Larson (P)	Assistant Professor	38,788
Daniel Magoulick (N)	Assistant Professor	38,545
Deborah Kreiss (N)	Assistant Professor	38,117
Benjamin Waggoner (N)	Assistant Professor	36,692
Marc Hirrel (O)	Lecturer	33,117
Michael Martin (O)	Lecturer	33,092

Department of Chemistry

Conrad Stanitski (T)	Department Chairperson/Professor	*73,472
Jerald Manion (T)	Professor	65,569
Paul Krause (T)	Professor	59,225
George Paul (T)	Professor	54,222
William Taylor (T)	Associate Professor	43,396
Jeffrey Draves (T)	Associate Professor	42,608
Patrick Desrochers (T)	Assistant Professor	41,519
R. Cameron Dorey, III (T)	Associate Professor	41,478
Patricia Draves (T)	Assistant Professor	40,333
Karen Weaver (T)	Assistant Professor	39,172

Department of Computer Science

Mahir Ali (T)	Department Chairperson/Professor	*85,000
C Wayne Brown (T)	Associate Professor	56,517

# Part-time Employee  
\* 12-Month Faculty  
\*\* 10-Month Faculty

Tenure Status:

N = Non-tenured, on track  
O = Other tenure status  
T = Tenure  
P = Pending Tenure Decision

Department of Computer Science Continued.

Damber Tomer (T)	Associate Professor	\$ 51,672
Harold Forbes (N)	Assistant Professor	48,117
Alvin Bell Jr (O)	Lecturer	33,501
Donald Epperson (O)	Lecturer	30,572

Department of Mathematics

Donna Foss (T)	Department Chairperson/Associate Professor	*70,275
Charles Seifert (T)	Professor	62,317
David Peterson (T)	Professor	56,988
Lawrence Huff (T)	Professor	56,358
Linda Griffith (T)	Professor	51,706
Donald Adlong (T)	Assistant Professor	50,593
Jimmie McKim (T)	Assistant Professor	49,981
Carolyn Pinchback (T)	Associate Professor	47,285
Ralph Butcher (T)	Associate Professor	45,228
Xiaoshen Wang (T)	Associate Professor	44,763
George Bratton (T)	Associate Professor	43,918
Todd Smith (N)	Assistant Professor	42,512
Fred Hickling (P)	Assistant Professor	42,238
Robyn Serven (T)	Associate Professor	41,728
Jean McGehee (N)	Assistant Professor	37,392
Jo Ann Royster (O)	Instructor	27,331

Department of Physics and Astronomy

Joseph Rosen (N)	Department Chairperson/Professor	*70,783
Harold Pray (T)	Professor	59,515
Norman Gaiser (T)	Associate Professor	43,147
Rahul Mehta (T)	Associate Professor	42,800
Heather Woolverton (T)	Associate Professor	40,326
Carl Frederickson (N)	Assistant Professor	39,766
James Ross (T)	Associate Professor	40,718
Tod Ramseyer (N)	Assistant Professor	38,756

# Part-time Employee  
 \* 12-Month Faculty  
 \*\* 10-Month Faculty

Tenure Status:

N = Non-tenured, on track  
 O = Other tenure status  
 T = Tenure  
 P = Pending tenure decision

**APPOINTMENTS FROM RESTRICTED/GRANT FUNDS:**

1. Lesley E. Andrews, Assistant Project Coordinator-Internet, Small Business Advancement National Center, Non-tenure Track, effective March 15, 1999 through June 30, 1999 @ an annual salary of \$24,000.00.
2. Carrie East, Assistant Project Coordinator-Marketing, Small Business Advancement National Center, Non-tenure Track, effective March 22, 1999 through June 30, 1999 @ an annual salary of \$22,000.00.

**1999 PROMOTIONS:**

1. Phillip Bailey, Foreign Languages, to Associate Professor
2. Kenneth Barnes, History, to Professor
3. Rebecca Gatlin-Watts, Marketing/Management/Info Systems, to Associate Professor
4. Paul Jensen, Accounting, to Associate Professor
5. Paul Krause, Chemistry, to Professor
6. Jackie Lamar, Music, to Professor
7. John Murphy, Psychology & Counseling, to Associate Professor
8. Gaylon Ross, Physics & Astronomy, to Associate Professor
9. Jaime Zambrano, Foreign Languages, to Associate Professor

**1999 TENURE LIST:**

1. Phillip Bailey, Foreign Languages
2. Claudia Beach, Speech, Theatre, Mass Communication
3. Kristina Belisle, Music
4. Jeffrey A. Draves, Chemistry
5. Patricia Draves, Chemistry
6. Jacquie Rainey, Health Sciences
7. Gaylon Ross, Physics & Astronomy
8. Kathryn Sue Young, Speech, Theatre, Mass Communication
9. Reta Zabel, Physical Therapy

**LEAVES WITHOUT PAY:**

- |    |   |                |
|----|---|----------------|
| 1. | Patricia Crane, Nursing   | 1999-2000 year |
| 2. | Julie Meaux, Nursing  | 1999-2000 year |
| 3. | Mohamed Nour, Marketing, Management, & Info Systems<br>(Pending Approval) | 1999-2000 year |

**RESIGNATIONS:**

- |    |                                     |                 |
|----|-------------------------------------|-----------------|
| 1. | Jami Anderson, Philosophy           | May 15, 1999    |
| 2. | Gary Davenport, English             | May 15, 1999    |
| 3. | David Duncan, Library               | May 20, 1999    |
| 4. | Doug Grider, Marketing & Management | May 15, 1999    |
| 5. | Freddie Litton, Col. Of Education   | June 30, 1999   |
| 6. | Gary Soderberg, Physical Therapy    | May 15, 1999    |
| 7. | Gregory Urwin, History              | August 15, 1999 |

**RETIREMENTS:**

- |    |                                 |              |
|----|---------------------------------|--------------|
| 1. | Jeff Henderson, III, English    | July 9, 1999 |
| 2. | Bonnie Williams, Physical Plant | May 29, 1999 |

**SABBATICALS:**

- |    |  |                     |
|----|--|---------------------|
| 1. | William Bandy, Physical Therapy        | Spring, 2000        |
| 2. | Kenneth Barnes, History                | Spring, 2000        |
| 3. | Mary V. McDonald, Biology              | Spring, 2000        |
| 4. | Randall Pouwels, History (at half pay) | Spring & Fall, 2000 |

On behalf of the Board Mr. Aydelott made a statement regarding Dr. Jeff Henderson's grievance concerning his retirement which was discussed during executive session but upon which no vote was taken. Mr. Aydelott stated that it is the unanimous consent of the Board that the following factual issues were determined in executive session:

On April 26, 1999, there appeared to be a waiver signed by general counsel, Melissa Rust, in which both Dr. Henderson and the university agreed to confer some jurisdiction upon the Board of Trustees to consider this grievance. (Mr. Aydelott stated that the Board prefers that waivers, if used in the future, be signed by all parties directly affected.)

Prior to the Board meeting, a second memo, dated May 6, 1999, and signed by Dr. Henderson, was delivered to the Board. This memo indicates that Dr. Henderson did not agree that this was a proper manner in which to hear the grievance.

Mr. Aydelott stated that these two instruments are in direct conflict with each other. And, as a result, the Board has taken no action. Mr. Aydelott said "you may take your direction from the handbook itself, which is Board policy, or you may take some action the parties mutually agree upon - each of you are represented by counsel. But, the Board will take no action until further instructed."

Mr. Harding requested that both memos mentioned above be made a part of the record. (See following pages.)

President Thompson stated for the record that he did not receive a copy of the material that the Board received prior to the meeting.



201 Donaghey Avenue  
Conway, Arkansas 72035-0001  
Telephone: (501) 450-3170

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Melissa K. Rust  
General Counsel

**RE:** Grievance - Jeff Henderson

**DATE:** April 26, 1999

You have been provided a grievance submitted by Dr. Jeff Henderson and a response by Dr. Winfred L. Thompson. New grievance procedures adopted by the board during December 1998 provided that a grievance of this nature would generally be heard by the Faculty Grievance Council. When a grievance is submitted, membership of the Faculty Grievance Council requires three peers of the grievant and three peers of the individual accused of violating the rights of the grievant. Submission of the grievance in which Dr. Thompson is specifically named poses a problem in determining the composition of the council. Therefore, Dr. Henderson and Dr. Thompson have both agreed to have the board hear and decide the grievance at the next meeting. The grievance has been scheduled for consideration during executive session on May 07, 1999, at which time Dr. Henderson and Dr. Thompson will be present to address the board and answer any questions relative to the issues addressed in the grievance and response.

Should you have any questions based upon receipt of this information, please do not hesitate to contact my office.

c: Dr. Winfred L. Thompson  
Dr. Jeff Henderson

**Additional Note to the Board of Trustees**  
**May 6, 1999**

**Madam Chairman and Members of the Board:**

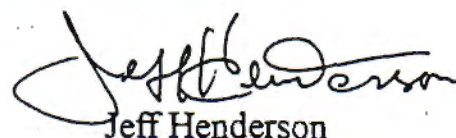
Shortly before noon today I learned from my attorney, Ms. Fritzie Vammen, that procedures for hearing my grievance against President Thompson have again been changed. The president's attorney, Ms. Rust, first told me, perhaps three weeks ago, that the grievance would be heard in executive session and that the president and I would both be present and would have the opportunity to address the board and submit any additional documents we might wish. Then, less than a week ago, Ms. Rust told me that the rules had changed again: President Thompson wished to present witnesses, she would be acting as his attorney, and the matter would be heard in open session. I would, she assured me, have the opportunity to address the board, to present my own witnesses, and to submit any additional documents to the board's consideration. Since I had prepared for the first program, this threw me for a loop. It was apparent that I did not need to be the only party in these proceedings without a free attorney, so I felt obliged to hire one myself. This I did, at considerable personal expense. I have spent this week expending great amounts of effort to re-prepare for the second program. I have been lining up witnesses and doing research in order to know what questions to ask them. Then this morning I learned that the rules were changed again, that now the grievance will be considered by the board alone in executive session.

I respectfully assert that this does not amount to a proper grievance procedure. The only substantive difference between this grievance and the grievances provided for in the Faculty Handbook is the composition of the grievance panel: the seven-member Board of Trustees instead of a six-member Grievance Council selected by procedures in the Handbook. There seems no legitimate reason for such radical departures from the Handbook grievance procedures as we have here.

In his response to my grievance the president advanced fallacious and misleading arguments in defense of his rejection of my retirement proposal. If this hearing is to have any appearance of fairness, the president's invalid arguments cannot be allowed to stand without challenge.

In the interest of fairness and justice, I therefore ask the Board to Trustees to accept and consider the documents that accompany this letter.

Thank you very much.

  
Jeff Henderson



### **EXECUTIVE SESSION**

Mr. Harding stated that there was another matter President Thompson wanted to discuss with the Board, therefore, moved that the Board return to executive session. The motion was seconded by Mr. Sims and passed unanimously.

### **OPEN SESSION**

**Note:** Dr. Chakales was not present for the remainder of the meeting.

The Board returned to the action agenda at this point.

### **Parental Notification Policy: Alcohol and Controlled Substances (Board Policy No. 708)**

At President Thompson's request, Mr. Ronnie Williams presented this item.

Students of college age are normally considered adults and are treated as such on college campuses. This institutional respect for the age of majority is an important aspect of the student developmental process. The Higher Education Amendments of 1998 amended the Family Educational Rights and Privacy Act ("FERPA") by permitting institutions of higher education to disclose, to a parent or legal guardian of a student, information regarding any violation of federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance provided the following two (2) conditions are met: the student is under the age of twenty-one (21); and the institution determines that the student has committed a disciplinary violation with respect to the use or possession of alcohol or controlled substances.

Upon passage of the Higher Education Amendments, the university convened a committee consisting of the Vice President for Student Services, Dean of Students, Chief of Police, Director of Health, Promotion and Wellness, Director of Housing and Residential Life, and University Counsel, to consider the change in federal law and the university's response. The committee concluded that the university should consider parental notification, primarily for freshmen, when a student is found in violation of university policies regarding the use or possession of alcohol or controlled substances.

A number of institutions have adopted parental notification policies including Indiana University, Saint Francis College, Radford University, Virginia Tech University, University of Delaware, Western Illinois University, and Eastern Illinois University. Within the state, Hendrix College has implemented a parental notification policy, and the University of Arkansas at Monticello

is making plans to have a similar policy beginning during the Fall 1999 term. Other campuses are considering the change in federal law and their institution's response.

The university proposes, commencing with the fall 1999 term, to notify a parent or legal guardian of a student who is an entering freshman and under the age of twenty-one (21) if he/she is determined to have committed a disciplinary violation involving the use or possession of alcohol or controlled substances.

The policy was considered and approved unanimously by the University Council on April 6, 1999.

Mr. Harding moved that the following resolution be approved. Mr. Aydelott seconded the motion. Following a brief discussion the motion was passed unanimously.

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING POLICY AS BOARD POLICY NO. 708, ‘PARENTAL NOTIFICATION POLICY: ALCOHOL AND CONTROLLED SUBSTANCES’”:**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 708

Subject: Parental Notification Policy: Alcohol and Controlled Substances Page 1 of 1

Date Adopted: \_\_\_\_\_ Revised: \_\_\_\_\_

---

The university will notify, in writing, a parent or legal guardian of a student who is a freshman (initial two (2) semesters) and under twenty-one (21) years of age, if he/she violates any rule or policy of the university governing the use or possession of alcohol or controlled substances while on university property, or at a university-sponsored or sanctioned event. Notification to the parent or legal guardian will be in addition to other disciplinary action provided for in the *Student Handbook*.

**Consensual Relationships Policy (Board Policy No. 515) AND Sexual Harassment Policy (Board Policy No. 511)** - At President Thompson's request, Ms. Melissa Rust presented the following agenda items. These two action items were considered and voted on simultaneously:

**Consensual Relationships Policy (Board Policy No. 515)** - During the sexual harassment training sessions held during fall 1998 and spring 1999, a number of questions were raised regarding consensual relationships occurring between students and faculty. Based upon a search conducted by the university counsel and provost it was discovered that a number of universities had within their sexual harassment policies provisions addressing consensual relationships, with others having separate policies. It was determined that a separate policy was advantageous due to the specific nature of consensual relationships.

A review of consensual relationship policies was conducted for various institutions, including but not limited to, the University of Iowa, North Carolina State University, Washington University at St. Louis and Wellesley. The review indicated a need to address consensual relationships involving students, faculty and staff in both educational and employment contexts.

Consensual relationships are unwise and present serious ethical considerations. The policy defines steps to be taken when a consensual relationship occurs and an appropriate university response.

This policy was reviewed by each vice president and was unanimously approved by the University Council on April 6, 1999.

**Sexual Harassment Policy (Board Policy No. 511)** - During the sexual harassment training sessions held during fall 1998 and spring 1999, a number of questions were raised regarding several aspects of the policy. A review of sexual harassment policies was conducted for various institutions by the university counsel and assistant vice president for human resources.

The revisions address questions raised by faculty and staff, as well as provide examples of sexually harassing situations that may occur within educational and employment contexts. The procedure for review of complaints of sexual harassment is also encouraged to address other issues of discrimination in the absence of specific policies.

The following resolutions were adopted unanimously upon motion by Mr. Aydelott with a second by Mr. Sims:

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING POLICY AS BOARD POLICY NO. 515, ‘CONSENSUAL RELATIONSHIPS POLICY’”:**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 515

Subject: Consensual Relationships Policy

Page 1 of 3

Date Adopted: \_\_\_\_\_

Revised: \_\_\_\_\_

---

Basic functions of a university are the discovery and transmission of knowledge, activities which are founded upon the free and open exchange of ideas. For productive learning and the work that supports it to occur, members of the campus community -- faculty, staff and students -- should pursue their responsibilities guided by a strong commitment to principles of mutual trust, respect and confidence, as well as professional codes of conduct. Relationships between faculty, staff and students may involve power differentials that can carry risks of conflict of interest, breach of trust, abuse of power, and breach of professional ethics. Trust and respect are diminished when those in “positions of authority” are perceived as abusing their power. Those who abuse their power in such a context violate a duty to the university community, undermine professionalism and hinder fulfillment of the university’s educational mission.

**A. Definitions** - For purposes of this policy only:

1. Employees are all faculty and staff of the university.
2. Faculty are all full and part-time employees of the university who teach, graduate students with teaching responsibilities, and other instructional personnel.
3. Staff are all full and part-time employees of the university not included in the definition of faculty.
4. Students are all full or part-time students of the university.
5. A consensual relationship is any dating, romantic, or sexual relationship.
6. “Position of authority” includes, but is not limited to, situations in which an individual is responsible for the evaluation or supervision of instructional personnel, non-instructional personnel, or students.

For purposes of this policy, it is recognized that there are occasions when individuals holding classifications of student, faculty or staff in their regular duties will fall into more than one classification due to certain situations. For example, if a staff member is enrolled in a course and a consensual relationship develops within an instructional context, the staff member will be considered a student for purposes of the requirements of this policy.

## **B. Guidelines**

It should be understood by all members of the campus community that consensual relationships that occur in the context of educational or employment supervision and evaluation are generally deemed unwise because they present serious ethical concerns.

Employees, whether faculty or staff, shall not engage in consensual relationships with students whenever the employee has a “position of authority” with respect to the student in such matters as teaching or in otherwise evaluating, supervising, or advising a student as part of a school program or employment situation.

Even in instances in which the employee, especially a faculty member, has no direct professional responsibility for a student, the employee should be sensitive to the perceptions of other students that a student who has a consensual relationship with a faculty member may receive preferential treatment from the faculty member or the faculty member’s colleagues. Consensual relationships between faculty members and students occurring outside the instructional context may lead to difficulties particularly when the faculty member and student are in the same academic unit or in units that are academically allied. The faculty member may face serious conflicts of interest and should be careful to distance himself/herself from any decisions that reward or penalize the student involved. Further, relationships that the parties view as consensual may appear to others to be exploitive.

Supervisors, whether faculty or staff, shall not engage in consensual relationships with employees when the supervisor has a “position of authority” with respect to the employee. Other faculty and staff may be affected because it places one in a position to favor or advance another’s interest and implicitly makes obtaining benefits contingent on the relationship.

## **C. Procedures**

When a consensual relationship exists or develops between an individual having a “position of authority” with respect to another within the university, the person with the greater position shall immediately terminate the “position of authority” and report it to an appropriate supervisor. The

supervisor shall make suitable arrangements for the objective evaluation of the student's academic or employee's job performance and for the protection of individual and university interests.

#### **D. Noncompliance with Policy**

Faculty and staff who fail to remove themselves from a "position of authority" over a student or employee with whom a consensual relationship exists will be deemed to have violated an ethical obligation to students, employees, colleagues, and the university. Credible allegations of a faculty or staff member's failure to avoid or terminate a relationship involving a "position of authority" while in a consensual relationship obligates the immediate or other appropriate supervisor to conduct a prompt and thorough inquiry to determine whether there is any validity to the allegation. Where it is concluded that a relationship involving a "position of authority" exists, the immediate or other appropriate supervisor shall terminate the "position of authority" and may impose sanctions against the parties involved.

#### **E. Sanctions/Appeal**

Persons in violation of this policy shall be subject to sanctions depending upon the severity of the offense ranging from verbal warnings to termination or expulsion from the university. Should it be determined that disciplinary action is appropriate, the action to be taken shall be determined in the case of faculty by the provost after consultation with the dean and chair, in the case of staff by the appropriate vice president after consultation with supervisory personnel, or the president in the event a vice president or one reporting directly to the president is involved, and in the case of students by the appropriate vice president after consultation with the dean of students.

Persons who knowingly make false allegations that an improper relationship exists shall be subject to comparable sanctions.

The imposition of any sanction imposed under this policy is subject to review pursuant to applicable provisions of the *Faculty, Staff and Student Handbooks*.

**AND**

**"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING REVISIONS TO BOARD POLICY NO. 511, 'SEXUAL HARASSMENT':"**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 511

Subject: Sexual Harassment

Page 1 of 7

Date Adopted: 8/89 Revised: 2/98

---

The University of Central Arkansas Sexual Harassment Policy is as follows:

Sexual harassment by any faculty member, staff member, or student is a violation of both law and university policy and will not be tolerated at the University of Central Arkansas. Sexual harassment of employees is prohibited under Section 703 of Title VII of the Civil Rights Act of 1964 and sexual harassment of students may constitute discrimination under Title IX of the Education Amendments of 1972.

The university considers sexual harassment a very serious issue and shall subject the offender to dismissal or other sanctions following the university's investigation and substantiation of the complaint and after compliance with procedural due process requirements.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is either explicitly or implicitly made a condition of an individual's employment with the university or a factor in the educational program of a student; ~~and/or~~
- b. submission to or rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual; ~~and/or~~
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's right to achieve an educational objective or to work in an environment free of intimidation, hostility or threats stemming from acts or language of a sexual nature.



NOTE: Other forms of harassment based upon race, religion, national origin, sex, or age may have the same impact as sexual harassment. In the absence of other policies addressing these specific issues, the university encourages the use of the steps and procedures in this policy in reporting other types of harassment and will generally conduct investigations of those complaints in the same manner.

Although sexual harassment most frequently occurs when there is an authority differential between the persons involved (e.g. faculty member and student, supervisor and staff member), it may also occur ~~among~~ **between** persons of the same status (e.g. faculty and faculty, student and student, staff and staff). Both men and women may be victims of sexual harassment **and sexual harassment may occur between individuals of the same gender.**

Because of the unique situations which exist between students, faculty, supervisors, and staff, relationships in the workplace and on campus should at all times remain professional. In particular, due to the professional power differential between faculty and students, faculty are encouraged to remain professional in all relationships with students.

Sexual harassment may create a hostile, abusive, demeaning, offensive or intimidating environment. It may be manifested by verbal and/or physical actions, including gestures and other symbolic conduct. Sexual harassment ~~may~~ **is** not always ~~be~~ obvious and overt; it can also be subtle and covert. A person who consents to sexual advances may nevertheless be a victim of sexual harassment if those sexual advances were unwelcome. Previously welcomed advances may become unwelcome. ~~Sexual harassment may also include slurs about one's gender and contrived work or study assignments or assignment of more onerous or unpleasant tasks predominately to employees or students of one gender.~~ **Examples of sexual harassment may include, but are not limited to, the following:**

- non-sexual slurs about one's gender;
- contrived work or study assignments and assigning more onerous or unpleasant tasks predominately to employees or students of one gender;
- repeated unwanted touching, patting or pinching;
- repeated inappropriate social invitations or requests for sexual favors;
- repeated unwanted discussions of sexual matters;
- use of sexual jokes, stories, analogies or images which are not related to the subject of the class or work situation;
- touching, fondling or deliberate brushing against another person;
- ogling, leering or prolonged stares at another's body;
- display or use of sexual graffiti or sexually-explicit pictures or objects;

- sexually suggestive jokes, comments, e-mails, or other written or oral communications.

Individuals who are aware of or have experienced an incident of sexual harassment should promptly report the matter to one of the university officials designated to receive these complaints. No person shall be subject to restraints, interference or reprisal for action taken in good faith to report or to seek advice in matters of sexual harassment.

In the course of a complaint investigation the university will attempt to maintain confidentiality for all parties involved. However, there can be no guarantee of confidentiality and anonymity based upon the course and scope of the complaint investigation.

A grievant whose complaint is found to be both false and to have been made with malicious intent will be subject to disciplinary action which may include, but is not limited to, demotion, transfer, suspension, expulsion or termination of employment.

## PROCEDURES FOR SEXUAL HARASSMENT CLAIMS

Employees or students of the university who believe they have been subjected to sexual harassment ~~as defined in the Policy~~ are encouraged to use the following procedures to resolve their complaint.

The university will make every effort to adhere to the prescribed time frames of the informal and formal resolution processes. However, in the event that individuals involved are unavailable or of other unanticipated occurrences, the Affirmative Action officer, with the concurrence of the president, may adjust the time frames. Any changes will be immediately communicated to the complainant and respondent by the Affirmative Action officer and where possible their needs will be accommodated.

## INFORMAL INVESTIGATION AND RESOLUTION

1. Individuals who believe they have been subjected to sexual harassment (complainant) should report the incident **promptly** ~~within a reasonable period of time~~ to (1) their immediate supervisor or academic dean or to a departmental supervisor higher up in the **chain of command** ~~line of responsibility~~ or (2) **directly** to the Affirmative Action officer, legal counsel or assistant vice president for human resources.

**The person to whom the complaint is made shall immediately contact the Affirmative Action officer, legal counsel or assistant vice president for human**

**resources.** One or more of these administrators will determine the course of the informal investigation and resolution. The department involved and/or the supervisor to whom the complaint was made may be asked to assist in the informal investigation.

2. If, following investigation, an informal resolution of the matter which is satisfactory to the complainant, the person against whom the complaint is made (respondent) and the university (represented by the Affirmative Action officer, the legal counsel or assistant vice president for human resources) is reached, it shall be considered closed and all parties involved shall be so advised in writing by the Affirmative Action officer, legal counsel or assistant vice president for human resources. If a satisfactory resolution has not been reached within ten (10) working days from the date of the complaint, the complainant, or university or respondent may initiate formal complaint/investigation procedures. ~~The Complainant and the Respondent will be notified that efforts to resolve the complaint informally have been unsuccessful. (The complainant will be provided a copy of the procedures for pursuing a formal investigation and resolution).~~

#### FORMAL INVESTIGATION AND RESOLUTION

1. If the sexual harassment complaint has not been resolved through informal procedures and the complainant, university or respondent wish to pursue the matter further, **he/she must file** a written complaint ~~must be filed~~. The written complaint must be filed with the Affirmative Action officer, legal counsel or assistant vice president for human resources within twenty (20) working days of the termination of the informal procedures. The complainant **and respondent** shall be entitled to have, at the individual's own expense, an advisor, who may or may not be an attorney, to assist in preparing the formal complaint.
2. The Affirmative Action officer will notify ~~the Respondent of the sexual harassment complaint, provide the Respondent a copy of the complaint and advise the Respondent and Complainant about~~ **the parties involved of the sexual harassment complaint, provide copies of the complaint and advise the parties of** the procedures for a formal investigation and hearing within three (3) working days of receipt of the formal written complaint. The respondent will then be given five (5) working days to respond in writing to the complaint.

3. Within ten (10) working days of receipt of the formal written complaint the Affirmative Action officer shall refer the complaint and the respondent's response, if any, to the Sexual Harassment Complaint Committee.
4. Within five (5) working days of the Committee's receipt of the complaint, the Committee will meet separately with the complainant and the respondent. The purpose of these preliminary meetings is to inform the Committee about the case, to insure the complainant and respondent are fully aware of their procedural rights and to decide upon the nature of the investigation. Throughout the proceedings the respondent and complainant shall have the right to be accompanied by an advisor, who may or may not be an attorney. Attorneys will not be provided at university expense. The legal counsel may be present but shall act only in an advisory capacity to the Committee.
5. Within five (5) working days of the conclusion of the Committee's preliminary meetings with the complainant and respondent the Sexual Harassment Complaint Committee will hold a formal meeting on the matter. Strict judicial rules of evidence shall not be applied. The committee members may receive any evidence they consider to be relevant.
6. The respondent and complainant, and their advisors, shall have the right to be present at any time testimony is presented and to be provided copies of all evidence considered by the Committee. Neither the respondent nor complainant shall have the right to cross-examine witnesses. Advisors shall not have the right to address or question committee members or witnesses.
7. A written record of the minutes of the proceedings and recommendations of the Committee shall be presented to the president within five (5) working days of the Committee's final meeting.
8. A copy of the minutes and recommendations of the Committee shall be presented to both the complainant and the respondent at the time they are forwarded to the president.
9. Within ten (10) working days of receipt of the Committee's recommendation, the president shall make a final decision concerning what action if any, to take including disciplinary action after considering the recommendation of the Committee, and will notify the complainant and respondent.

Sexual Harassment Complaint Committee:

1. Charge: To serve as the formal committee conducting investigations and making recommendations according to the guidelines of the University of Central Arkansas Sexual Harassment Policy.
2. Procedure: The operating procedures of the committee will be consistent with the formal investigation and resolution process as described in the policy.
3. Membership: The Affirmative Action officer, who will serve as the non-voting chair, the director of the counseling center as a voting member and ~~four (4)~~ **six (6)** voting members, ~~two (2) female and two (2) male~~, randomly drawn from appropriate categories from a thirty-two (32) person membership pool.

The Faculty Senate, the Non-Tenure-Track **Faculty** Senate, the Staff Senate and the Student Government Association will each select eight (8) members (four (4) male and four (4) female) for the membership pool. A new pool will be established each September and new members will be selected throughout the year as necessary to replace members who separate from the university or who are otherwise unable to serve.

Upon receipt of a written complaint, the chair will arrange for the complainant and the respondent (or their designee (s)) to be present for the drawing of committee members ~~from the appropriate categories to draw members for the committee from the corresponding pools.~~ The Complainant and the respondent (or their designee(s)) will each draw two (2) members, one female and one male, from the appropriate categories. **The complainant will first draw one member, next the respondent will draw one member and the chair will draw two members each from the appropriate categories.**

For example, if the complainant is a student and the respondent is a **tenure-track** faculty member, the complainant will draw ~~two (2) student members, one female and one male,~~ **one member from the student pool,** and the respondent will draw ~~two (2) faculty members, one female and one male~~ **one (1) member from the faculty pool and the chair will draw two (2) members from the student pool and two (2) members from the faculty pool.** If the complainant and respondent are both staff members, each will draw ~~two (2) staff members, one female and one male.~~ **one (1) member from the staff pool and the chair will draw four members from the staff pool.**

~~In the event that the Complainant or the Respondent fall into more than one category (e.g. staff and student), the Affirmative Action Officer, University Council and~~

Director of Human Resources will determine the categories from which the committee members are drawn.

4. Meetings: On call.
5. Reporting: To the president.

**New Academic Building** - Earlier this year, the legislature allocated to UCA \$8 million for an academic building. Assurance of this funding has allowed us to refine and complete plans for utilizing the \$3.5 million available from the 1998 bond revenue.

The administration recommends that the state appropriation be utilized to construct a facility for the Department of Computer Science and the Department of Mathematics, to be located as near as possible to Torreyson Library and Lewis Science Center. The \$3.5 million from bond revenue can be used to construct a new facility to house the University Writing Program and possibly another department or program. The History Department will then move from its present location in the basement of Main Hall to the space in Irby Hall vacated by the Writing Program, providing a much-overdue improvement for that department.

The new buildings and department moves will allow for anticipated growth of the Computer Science Department, greatly improved space for the Mathematics and History Departments, and a facility specifically designed for the needs of the Writing Program. The moves also will vacate Main Hall, allowing it to be renovated when funds become available.

The Administration Building has been evaluated by the Physical Plant and Brooks Jackson Architects for viable long-range use on the campus. It has been determined that the structure is rapidly reaching its expected life and very few years remain without significant monetary investment. For example, the mechanical system has exceeded its 20-year expected life and the roof is leaking and in need of replacement. Also, the building contains asbestos that would have to be abated before a major renovation.

If the Administration Building were demolished, a new academic building could be constructed in its location. The administrative offices would be moved on an interim basis to the third floor of the library pending renovation of Main Hall.

Mr. Sims moved that the following resolution be approved. The motion was seconded by Mr. Harding. Following a brief discussion during which President Thompson responded to questions and concerns from Board members, the motion passed unanimously.

**“BE IT RESOLVED: THE ADMINISTRATION IS AUTHORIZED TO DEMOLISH THE ADMINISTRATION BUILDING AND USE APPROXIMATELY \$3,500,000 FROM THE STUDENT USE FEE, REFUNDING AND CONSTRUCTION REVENUE BONDS, SERIES 1998 TO CONSTRUCT A NEW ACADEMIC BUILDING IN ITS LOCATION.”**

**Distinguished Alumnus** - At President Thompson's request, Dr. Joe Hatcher, Vice President for Institutional Advancement, presented this item. Dr. Hatcher requested members of the press to refrain from publishing the name of the distinguished alumnus.

The University of Central Arkansas has awarded the citation of "Distinguished Alumnus" since 1986. The Distinguished Alumnus Selection Committee unanimously recommends that Mr. Monte Coleman be named as "Distinguished Alumnus" for 1999. Mr. Coleman attended UCA from the fall of 1975 through the spring semester of 1979.

He was drafted by the Washington Redskins and played 16 seasons for this team, almost four times the average NFL career. The 216 games he played for the Redskins is a team record. He was a member of three Super Bowl Championship teams.

Mr. Coleman was inducted into the Arkansas Sports Hall of Fame in 1998. He is involved with several charities in the Washington area--Make a Wish Foundation, National Children's Hospital, and the Cerebral Palsy Foundation.

He still makes his home in the Washington area and currently serves as vice-president of Design Support Systems in Reston, Virginia.

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

**"BE IT RESOLVED THAT THE BOARD OF TRUSTEES HEREBY RECOGNIZES THE CONTRIBUTION AND ACHIEVEMENTS OF MONTE COLEMAN AND CONFERS ON HIM THE HONOR OF DISTINGUISHED ALUMNUS. THE BOARD DIRECTS THE ADMINISTRATION TO PREPARE APPROPRIATE FORMAL RESOLUTIONS AND MEMORIALS TO RECOGNIZE HIS ACCOMPLISHMENTS."**

**Property Acquisition** - On July 2, 1997, the Board of Trustees authorized the administration to negotiate in good faith to purchase properties at 453 Western Avenue owned by James Owen, a vacant lot on College Avenue owned by V.P. Harris, and at 1703 College Avenue owned by Mrs. M.C. Estes, and if the good faith efforts were not successful to institute an action for condemnation of the properties. The administration was successful in purchasing the property owned by Mr. Harris. Discussions with Mr. Owens and the family of Mrs. Estes were not successful.



Recently, Mrs. Estes died and Mr. Owen sold his property to developers. Since both properties are within the university's projected growth area and can meet present and future growth needs, it is important that each be acquired before they are developed in a manner inconsistent with the university's long-range plans. Also, both properties are adjacent to existing university property.

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

**“BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO NEGOTIATE IN GOOD FAITH WITH THE OWNERS TO PURCHASE THE PROPERTIES LOCATED AT 453 WESTERN AVENUE AND 1703 COLLEGE AVENUE, MORE FULLY DESCRIBED AS FOLLOWS:**

**EAST 240 FEET OF LOT 1, BLOCK 4 OF THE J.E. LITTLE SUBDIVISION TO THE CITY OF CONWAY;**

**LOT 6, EAST HALF OF LOT 7, WEST 6 FEET OF LOT 17, LOT 18, AND EAST HALF OF LOT 19, BLOCK 52 OF THE BOULEVARD ADDITION TO THE CITY OF CONWAY.**

**BE IF FURTHER RESOLVED: THAT IF GOOD FAITH EFFORTS TO ACQUIRE THE PROPERTIES ARE UNSUCCESSFUL, THE ADMINISTRATION AND THE GENERAL COUNSEL ARE AUTHORIZED TO INSTITUTE AN ACTION FOR CONDEMNATION OF THE ABOVE REFERENCE PROPERTIES LOCATED IN FAULKNER COUNTY ARKANSAS.**

**THE BOARD FINDS THAT THE ACQUISITION OF THE FOREGOING PROPERTIES IS NECESSARY FOR THE PRESENT AND FUTURE USE AND BENEFIT OF THE UNIVERSITY OF CENTRAL ARKANSAS AND TO PROVIDE FOR DEVELOPMENT AND EXPANSION OF THE UNIVERSITY FOR PURPOSES IMPORTANT TO ITS EDUCATIONAL MISSION.”**

**Disabilities Grievance Policy** - The president established the Disabilities Review Committee at the commencement of the spring 1999 semester to review issues relating to disabled individuals. Members of the committee include students, staff and faculty. The committee is made up of two subcommittees, one to review issues relating to academic matters, the other to assess facilities and access issues. The first action completed by the committee was the creation of a disabilities grievance policy required by the Americans with Disabilities Act. The committee met on April 21, 1999, and unanimously recommended to the president adoption of the policy.

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

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES ADOPTS THE FOLLOWING POLICY AS BOARD POLICY NO. 522, ‘DISABILITIES GRIEVANCE POLICY’”:**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 522

Subject: Disabilities Grievance Policy

Page 1 of 6

Date Adopted: \_\_\_\_\_ Revised: \_\_\_\_\_

---

Title II of the Americans with Disabilities Act (“ADA”) requires governmental entities to provide reasonable accommodations to qualified individuals with documented disabilities. The university recognizes the wide variation in the needs of individuals with disabilities and the variation of reasonable accommodations. The process of providing a reasonable accommodation should be an informal one, involving the student, faculty, or staff member affected. The director of Disability Support Services (“DSS”) and/or the assistant vice president for human resources will serve as a resource in the informal process. In the event the informal process fails to establish an acceptable plan, the dissatisfied party, whether student, faculty or staff member, may file an appeal as described below.

**Basis for Appeal:**

**A. Academic**

A student must exhaust avenues of review with the faculty member, chair, dean, and director of DSS prior to submitting an appeal involving an academic requirement. A student may appeal on one of the following bases:

5. The plan does not represent a reasonable accommodation of a documented disability. The basis for appeal must state that the disability, in the absence of the requested accommodation, limits the full participation of a student’s accurate evaluation in a specific program or course. The appeal must include a documented rationale for the requested accommodation.
6. A specific course or degree requirement is not essential to the integrity of a program of instruction. The basis for appeal must state that the disability, in the absence of the requested accommodation, limits a student’s full participation in an academic program. The appeal must include a rationale for the requested accommodation.

A faculty member/department head may appeal on the following basis:

1. The accommodation fundamentally alters a course, program, or academic requirement.

## **B. General Services**

A student must exhaust avenues of review with the responsible office/organizational representative and director of DSS prior to submitting an appeal involving general services.

A faculty or staff member must exhaust avenues of review with the responsible office/organizational representative and assistant vice president of human resources prior to submitting an appeal involving general services.

### **Appeals:**

A student, faculty or staff member (grievant) who disagrees with the result of the informal process, may file an appeal, in writing, with the Affirmative Action/Equal Employment Officer (AA/EE Officer) within ten (10) working days of failing to establish a reasonable accommodation. The grievant may, at his/her own expense, submit additional documentation, information, or expert opinion in support of the appeal.

The grievant must submit the following information in the appeal:

1. The accommodation relating to an academic requirement or modification of general services that has been refused, as well as the accommodation or modification requested;
2. Basis for the appeal; and
3. Supporting documentation.

### **1. Accommodations in Specific Courses:**

A student and faculty member should meet and discuss the need for and the specific appropriate accommodation. If assistance is needed, the director of DSS should be consulted to assist in establishing a reasonable accommodation. The director of DSS will review the concerns of both parties in light of the student's documented need for accommodation, the course description and syllabus. Based on the evaluation, the director will provide a list of reasonable accommodations.

If either the student or faculty member disagrees with the recommended accommodations, as determined by the director of DSS, an appeal may be submitted to the chair, and if necessary, to the dean. In the event a satisfactory resolution cannot be reached, an appeal may be submitted, in writing, to the AA/EE Officer. The AA/EE Officer will forward the appeal to the dean of undergraduate or graduate studies. The respective dean will forward the appeal and call a meeting of the Adjustment & Credentials Committee (if the student is an undergraduate or the appeal concerns an undergraduate level course) or the Graduate Council (if the student is a graduate student or the appeal concerns a graduate level course) to consider the appeal within ten (10) working days of receipt of the appeal. After considering the appeal, the committee/council will submit a recommendation to the provost with copies to the student, faculty member, chair, dean and director of DSS. The provost will render a final decision.

**2. Modification of Major/Minor Requirements and/or  
Modification of General Education or Degree Requirements:**

A student and departmental chair should meet and discuss the need for and the specific appropriate accommodation. If assistance is needed, the director of DSS should be consulted to assist in establishing a reasonable accommodation. The director of DSS will review the concerns of both parties in light of the student's documented need for accommodation of a major/minor and/or modification of general education or degree requirements. Based on the evaluation, the director will provide a list of reasonable accommodations.

If either the student or departmental chair disagrees with the recommended accommodation, as determined by the director of DSS, an appeal may be submitted to the dean. In the event a satisfactory resolution cannot be reached, an appeal may be submitted, in writing, to the AA/EE Officer. The AA/EE Officer will forward the appeal to the dean of undergraduate or graduate studies. The respective dean will forward the appeal and call a meeting of the Adjustment & Credentials Committee (if the student is an undergraduate or the appeal concerns an undergraduate program) or the Graduate Council (if the student is a graduate or the appeal concerns a graduate program) to consider the appeal within ten (10) working days of receipt of the appeal. After considering the appeal, the committee/council will submit a recommendation to the provost with copies to the student, departmental chair and director of DSS. The provost will render a final decision.

**3. Accommodation of General Services:**

If a requested accommodation involves general services and the grievant (student, faculty or staff member) and responsible office/organizational representative are unable to reach an agreement for reasonable accommodation, he/she should contact the director of DSS if a student or the assistant vice president for human resources if a faculty or staff member, to assist in establishing a reasonable accommodation. The director or assistant vice president will review the concerns of all parties in light of the documented needs, and the purpose of the general service in question. Based upon this evaluation, the director or assistant vice president will provide a plan based upon the grievant's documented needs.

If either the grievant or responsible office/organizational representative disagrees with the recommended accommodation, an appeal may be filed, in writing, to the AA/EE Officer. The AA/EE Officer will forward the appeal and call a meeting of the Disabilities Grievance Committee within ten (10) working days of receipt of the appeal. After considering the appeal, the committee will submit a recommendation to the appropriate vice president with copies to the grievant, responsible office/organizational representative, director or assistant vice president. The vice president will render a final decision.

#### **The Disabilities Grievance Committee:**

5. Charge: To serve as the committee to address appeals regarding modifications of general services. The Disabilities Grievance Committee is a standing committee of the university.
6. Membership: In the event the grievant is a student, membership of the committee is as follows: the AA/EE Officer will serve as the non-voting chair, the director of DSS will serve as a non-voting member, two (2) students, one selected by the Student Government Association and the other selected from ACCESS, one (1) tenured or tenure-track faculty member selected by the Faculty Senate, one (1) non-tenure-track faculty member selected by the Non-Tenure-Track Faculty Senate, and one (1) staff member selected by the Staff Senate.  
In the event the grievant is a faculty or staff member, membership of the committee is as follows: the AA/EE Officer will serve as the non-voting chair, the assistant vice president for human resources will serve as a non-voting member, two (2) tenured or tenure-track faculty members selected by the Faculty Senate, two (2) non-tenure-track faculty members selected by the Non-Tenure-Track Faculty Senate, and two (2) staff members selected by the Staff Senate.
3. Procedure: (Adjustment and Credentials Committee, Graduate Council or Disabilities Grievance Committee)

- A. Upon receipt of an appeal and supporting documentation from the grievant, the AA/EE Officer will forward the appeal, if under section one (1) or two (2), to the dean of undergraduate or graduate studies. The respective dean will forward the appeal and charge of responsibility to the grievant and appropriate university official(s). If the appeal concerns an issue under section three (3), the AA/EE Officer will forward the appeal to the director of DSS or assistant vice president for human resources. The director or assistant vice president will forward the appeal and charge of responsibility to the grievant and appropriate university official(s). The director or assistant vice president will thereafter call a meeting of the appropriate committee/council within ten (10) working days of receipt of the appeal.
- B. Four (4) members of the committee/council must be present to constitute a quorum for the transaction of business. 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 the members' respective vote.
- C. Throughout the proceedings the grievant may be accompanied by an advisor, who may or may not be an attorney. The university legal counsel may be present. All advisors shall act only in an advisory capacity and shall not question witnesses, address the committee/council, or otherwise actively participate in the proceedings.
- D. Upon review of the appeal, the grievant and appropriate university official(s) may present witnesses and documentary evidence. Any evidence and/or oral testimony and such documentation, if relevant, will be accepted by the committee/council. The chair may rule on the admissibility of evidence and on the relevance of questions. The responsibility for questioning witnesses, securing evidence, and determining the order of proof will be vested in the committee/council. Strict judicial rules of evidence will not be applied. The committee/council may appoint an expert to make an independent evaluation of the documentation provided. The expert may be present at the meeting to interpret the results of the evaluation.
- E. The grievant and appropriate university official(s) may be present at any time testimony is presented and to receive copies of any evidence considered by the committee/council.
- F. A written record of the minutes of the proceedings and the recommendation of the committee/council will be presented to the provost or appropriate vice president within

five (5) working days of the final meeting of the committee/council with copies to the grievant and appropriate university official(s).

- G. The provost or appropriate vice president will render the final decision after considering the recommendation of the committee/council. Notification will be forwarded to the parties.

**Confidentiality and Procedures for Handling Confidential Information:**

Individuals involved in the processes described in the policy shall, to the greatest degree possible, ensure the confidentiality of information received. Information regarding an individual's disability is confidential.

When an individual provides documentation he/she will complete a form indicating consent to release specific information to individuals with legitimate interests relative to the appeal. The information is not to be shared with any individual beyond those directly involved in the proceedings. At the conclusion of the matter, all documentation is to be returned to the director of DSS or assistant vice president for human resources.



## Disabilities Grievance Petition

---

Name Student ID No. (If a student)  
Department (If a faculty or staff member)

---

Local Address Home Phone

---

City State Zip Code Office Phone

---

Degree Major

Please provide a complete description of your grievance. Attach additional pages, if needed, and include any necessary documentation.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to the AA/EE Office located in the Administration Building.

Upon request, for persons with disabilities, assistance will be provided to complete the form. Contact the Disabilities Support Services office located in the basement of the Student Center (501) 450-3135 or Human Resources office located in the Administration Building (501) 450-3181.

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

---

Mrs. Elaine Goode, Chair

---

Mr. Dalda Womack, Secretary