

The Board of Trustees of the University of Central Arkansas convened in regular meeting Friday, February 20, 1998, at 3:00 p.m. in the Fireplace Room in McCastlain Hall with the following officers and members present, to-wit:

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

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

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

Minutes of the December 1, 1997, Board Meeting and Minutes of the December 12, 1997, Teleconference Board Meeting and Confirmation of Action Taken were unanimously approved as circulated upon motion by Mrs. Goode with a second by Mr. Womack.

President Thompson and the Board welcomed Mr. Randy Sims, Senior Executive Vice President of First National Bank of Conway, as the newest member of the Board of Trustees.

INTRODUCTIONS/ANNOUNCEMENTS

President Thompson made the following introductions and announcements:

Dr. J. William Berry, Provost, has accepted the position of Provost at the University of Tennessee-Chattanooga and will be leaving UCA at the end of February. President Thompson expressed his appreciation to Dr. Berry and wished him well; Dr. Chakales expressed appreciation on behalf of the Board of Trustees.

Dr. John Mosbo, who has been serving as Dean of the College of Natural Sciences and Mathematics, will serve as Interim Provost.

Dr. Stephen Addison, who has been serving as Assistant Dean of the College of Natural Sciences and Mathematics, will serve as Interim Dean of the College.

Ms. Wendy Allen, UCA's first Director of Web Development.

Copies of an updated Administrative Personnel Directory were distributed.

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

Copies of the statements from the presidents of the Staff Senate, Student Government Association, and Faculty Senate are attached.

Following the statement by Beth Scott, President of the Staff Senate, President Thompson stated that he shares the Staff Senate's concerns about salaries for those who are on the lower levels of the classified pay scale. Dr. Thompson explained that UCA is bound by the state salary structure and, therefore, has no control over classified salaries. However, the administration will work to encourage legislators to pay careful attention to this issue during the next legislative session.

Following the statement by Ben Claybaker, President of the Student Government Association, President Thompson announced that KCON, the local radio station, has announced that it will cease operations next month and will transfer its broadcast license to UCA. President Thompson stated that the station will be student operated.

Following the statement by Jim Bell, President of the Faculty Senate, a discussion was held regarding part-time faculty.

PRESIDENT'S REPORT

Academic Priorities - Each year, the University of Central Arkansas and all other state-supported universities within Arkansas are required by Act 537 of 1993 and Act 376 of 1993 to submit to the Arkansas Department of Higher Education the institution's ten academic program priorities. UCA's submission for the fiscal year ending June 30, 1997, is herein attached. The listings represent current priorities for emphasis next year and may change in coming years.

UNIVERSITY OF CENTRAL ARKANSAS
10 Academic Program Priority Justifications

- (1) **Mathematics/Computer Science:** The state has special need for people well trained in quantitative and technical skills. Employment projections show that demand for people with these skills will grow rapidly in the next decade.
- (2) **Information Systems:** Employment projections show this area to be one of those that will grow most rapidly in the next decade. The state has a special need for well-trained people, and the university anticipates strengthening this program during the next year.
- (3) **Teacher Education:** UCA, established as the state's normal school, continues to enjoy a reputation for excellence in teacher education. It is the state's largest producer of teachers at both the undergraduate and graduate levels.
- (4) **Writing:** The University Writing Program has responsibility for providing two general writing courses required for all students. The program plans to expand faculty, develop a minor and major, and integrate technology into the classroom.
- (5) **Speech:** The university's speech program has responsibility for providing a general education oral communication course required of all students. The program foresees the expansion of faculty and the renovation of Harrin Hall to provide department offices and classrooms.
- (6) **Music:** The university's music program is attaining a national reputation. UCA faculty and students, for example, constitute approximately one-third of the Arkansas Symphony Orchestra. The university plans further improvements in the program.
- (7) **Occupational Therapy:** The state has a manifest shortage of occupational therapists, and UCA has the only occupational therapy program in the state. Aging Arkansans are particularly appreciative of the contributions of occupational therapists in assisting them in their efforts to remain independent.
- (8) **Physical Therapy:** Arkansas continues to have a major need for physical therapists, and there is a high student interest in the field. The University of Central Arkansas has the state's only masters level and doctoral programs and is therefore uniquely equipped to meet the state's need.
- (9) **Psychology:** Enrollments in psychology continue to grow, and the need for practitioners educated at the graduate level is expanding. The program is a strong one and is the largest in the state at the graduate level.
- (10) **Social Science:** The university's political science program has been rated "excellent" by Arkansas Department of Higher Education reviewers. UCA expects to re-focus resources in social science and to continue to improve equipment allocated to the area.

ADHE FORM 22-3
Institutional Top Ten Academic Program Priorities
Fiscal Year Ending June 30, 1998

Institution University of Central Arkansas **Date Completed** December 5, 1997

Completed by J. William Berry, Provost **Telephone** (501) 450-5073

Program*	
1	Mathematics/Computer Science (BS)
2	Information Systems (BBA)
3	Teacher Education (BSE, MSE)
4	Writing Program
5	Speech
6	Music (BM, MM)
7	Occupational Therapy (BS, MS)
8	Physical Therapy (AAS, MS, PhD)
9	Psychology (BA, BS, MS)
10	Social Science (BA, BS, BSE, MA, MS)

Note: Definition of top 10 academic program priorities proposed to be defined by institutional chief academic officers.

*The listings represent current priorities and may change in following years. The programs listed will be augmented this year. Other programs may be as strong and important as any listed here.

Construction Projects - Dr. John Smith, vice president for administrative services, gave an update on construction projects at President Thompson request:

1. Conference Center - Detailed drawings and specifications are complete and the architect and contractor are finalizing cost estimates. Construction should begin in early June.
2. Foothall Stadium - Construction is progressing well and the contractor estimates the stadium will be completed in June.
3. Harrin Hall - Bids were opened on February 3, 1998. James Cone Construction submitted the low bid of \$2,504,900. Work should begin around March 1 and will take approximately twelve months to complete.
4. Health Physical Education and Recreation Facility - State Building Services has approved First Plan Review drawings and specifications. All detailed drawings and specifications should be completed by early summer and the project bid by mid-July.
5. Mass Communications Building - \$500,000 has been provided from the College Savings Bond program to finance the planning efforts of the Mass Communication Building. This planning will include the development of detailed plans and specifications for this facility, including recommendations, as needed, from consultants. Recently, an additional \$500,000 was provided to fund this building's share of the central plant to be constructed to provide heating and cooling for the entire complex.
6. New Residence Hall - Second Plan Review drawings and specifications have been submitted to State Building Services. Planning efforts are on schedule for this building to be bid and construction begun by June.
7. Reynolds Performing Arts Center - The architects have completed approximately 25% of the drawings and specifications for this facility. Nabholz Construction is working with the architects to provide detailed cost estimates. All documents and pricing should be completed by mid-May.
8. Physical Therapy Building - Bids will be opened by State Building Services on February 24, 1998.

Litigation Report - The following is a report on the status of litigation involving UCA as of January 23, 1998:

Crawford v. Davis, et al., No. LR-C-95-092 (Federal District Court). After a jury rejected her claims of sexual harassment, Ms. Crawford appealed the case to the U.S. Court of Appeals for the Eighth Circuit. Her brief is due to be filed on February 2, 1998.

Crawford v. UCA, et al. No. LR-C-96-334 (Federal District Court). Ms. Michelle Crawford has filed a complaint challenging the validity of UCA's traffic and parking regulations, seeking to certify a class action to contest the regulations, and alleging that she was denied due process in the appeal of her parking tickets. The University has filed an answer denying the complaint. The Attorney General's Office is representing the university. No trial date has been set.

Barbara Holmes v. UCA, EEOC No. 251-97-1362. Dr. Holmes has filed a complaint with the EEOC alleging race and gender discrimination, retaliation and denial of equal pay. Dr. Holmes alleges that she was constructively discharged from her position as Chair of the Department of Administration and Secondary Education due to her race (African American) and gender (female). She claims that she was treated differently than her white male counterparts. The Attorney General represents the university in this matter. On November 17, 1997, the EEOC sent notification to Dr. Holmes that it was dismissing her charge of discrimination based upon its investigation. The EEOC was unable to conclude that the information obtained established violations of her rights. The EEOC also notified Dr. Holmes of her right to file a lawsuit based on her claims within 90 days of receipt of the notice.

UCA v. James C. Owen and Sherry T. Owen, No. Civ. 97-374 (Faulkner County Circuit). On July 25, 1997, the UCA Board of Trustees filed a complaint seeking to condemn the property located at 453 Western. Mr. Owen accepted service of the complaint on September 9, 1997. The defendants filed an answer on September 22, 1997, and have challenged the university's need for this property. Discovery is under way.

Donny Lane V. UCA, Claim No. 98-0203C-CC (Arkansas State Claims Commission). Donny Lane has filed a claim against UCA with the Arkansas State Claims Commission seeking reimbursement for more than \$9,000.00 in medical bills and anticipated medical bills. Mr. Lane claims that he slipped and fell on the UCA practice football field on July 30, 1994, while attending a football clinic for football officials. Mr. Lane claims that he injured

his knee and his shoulder. The Attorney General's office represents the university in this matter. An answer has been filed denying the claim.

Lorraine Fuller v. UCA, EEOC 251-97-1493. Dr. Fuller, a former UCA faculty member, has filed a complaint with the EEOC alleging race discrimination and retaliation. Dr. Fuller alleges that she was subjected to different terms and conditions of employment than other employees and that when she complained about the discriminatory practices, she was discharged. The Attorney General represents the university in this matter. On December 24, 1997, the EEOC sent notification to Dr. Fuller that it was dismissing her charge of discrimination based upon its investigation. The EEOC was unable to conclude that the information obtained established violations of her rights. The EEOC also notified Dr. Fuller of her right to file a lawsuit based on her claims within 90 days of receipt of the notice.

Earl Croston, Jr. v. UCA, No. LR-C-96-303 (Federal District Court). After a trial was held on August 11, 1997, pursuant to Mr. Croston's claim of race discrimination which ended with a verdict in favor of the university, Mr. Croston filed a notice of appeal to the United States Court of Appeals for the Eighth Circuit. The Attorney General's office will handle the appeal for the university.

Margie Gilbertson v. UCA. The university has reached an out-of-court settlement with Dr. Gilbertson. Dr. Gilbertson has complained that her due process rights were violated when she was issued a terminal contract in the Spring of 1996 and that in response to a reference sought by UALR, the university provided information that prevented her from being chosen for a teaching position at UALR. The university denies that it infringed upon Dr. Gilbertson's due process rights or that it is in any way responsible for her not being selected for the position at UALR. However, Dr. Gilbertson denies ever having seen several items in personnel file that led to her termination. Therefore, the university has agreed to remove certain items from her personnel file, signed a letter of recommendation to be used in response to any request for a reference and to pay \$1,263.00 in attorney's fees. In return, Dr. Gilbertson has agreed to sign a document discharging the university from any liability with regard to her complaints.

Athletic Teams Grade Report - UCA student-athletes' grade point averages for fall 1997 are as follows:

Football	2.48
Volleyball	2.95
Cross Country	3.35
Women's Soccer	2.82
Men's Soccer	2.79
Softball	2.85
Men's Basketball	2.25
Women's Basketball	2.62
Baseball	2.32
Women's Tennis	3.22

Financial Report - Barbara Goswick, assistant vice president for financial services, briefly discussed UCA's financial report ending December 31, 1997.

ACTION AGENDA

Interim Admission Standards - Fall 1999 - Since the adoption of an undergraduate admission policy in 1989, UCA has relied upon three criteria to determine a high school graduate's admissibility to UCA: high school grade point average, class rank, and composite ACT score. Over the years, the standards have been gradually raised so that the current requirements for conditional admission are:

- 1) high school grade point average of 2.75; or
- 2) rank in upper 40% of graduating class; or
- 3) 19 composite ACT score

We are generally very pleased with the effects which these admission standards have had. For the past three years, the average composite ACT scores for entering freshmen have exceeded those at all other public universities in the state. Looking to the future, the admissions committee has recommended and the University Council has adopted (with one amendment) a revised policy which would become effective in the year 2000. A primary purpose of the suggested change is to give the university more flexibility while maintaining the current high standards. A second purpose is to de-emphasize standardized test scores as an admission standard. Because the policy proposal

would be a substantial revision of current practice, the vice presidents have recommended further study before that policy is brought to the Board of Trustees.

In the meantime, our experience of the past few years indicates that high school grade point average and rank in class are better predictors of academic success at UCA than are ACT scores. It seems logical, therefore, to rely more heavily on the better predictors and less on standardized test scores.

The President recommends that for the 1999-2000 academic year entering freshmen be conditionally admitted if they meet the following minimum standards:

- 1) high school grade point average of 3.00, or
- 2) rank in upper 1/3 of graduating class, or
- 3) 17 composite ACT score.

Our analysis indicates that the change will have little effect upon the size or other characteristics of the 1999 entering freshman class.

President Thompson stated that the administration believes that this proposal will be fairer to minority students and students from small high schools. President Thompson emphasized that by this change, which would apply for the fall of 1999, the administration is not attempting to increase or decrease admission standards, but is emphasizing grade point average and rank in class, and de-emphasizing ACT scores. President Thompson stated that advantages and disadvantages of the interim policy will be brought to the Board for discussion after some experience has been gained.

Mr. Hicks expressed his concern that the proposed policy would make it incredibly difficult for a number of students. Mr. Hicks said that he is in favor of high standards for students after they are admitted but he is concerned that higher admission standards would "close the door" for some before they are given the opportunity to prove themselves. He also noted that the proposed rank-in-class standard would make it difficult for students from smaller high schools.

President Thompson responded that students have to meet only one of the three standards to be admitted.

At President Thompson's request, Dr. Roger Lewis, director of institutional research, distributed copies of and discussed data indicating that the proposed standards, if applied to the 1996 and 1997 entering freshmen classes, would have had very little effect on the size and make-up of those classes.

Mr. Aydelott requested the administration to consider the possibility of assigning a point value to each of the three admission standards to establish a point level which students must meet to qualify for admission. President Thompson stated that Mr. Aydelott's suggestion is a good one and should be considered.

President Thompson stated that he shares Mr. Hicks' concerns but he truly believes that the proposed policy would be a better one and would be fairer to minority students. He further stated that making the change will give an opportunity for further study on what effect the proposed standards will have upon entering freshman classes.

In response to a question from Mr. Womack, President Thompson stated that the change in standards is proposed for only the fall of 1999 and will be closely evaluated. He further stated that Mr. Aydelott's suggestion will be looked at.

Mr. Hicks stated that his review of the statistics provided by Dr. Lewis had satisfied his concerns.

Following further discussion, the following resolution was adopted unanimously upon motion by Mr. Aydelott with a second by Mr. Hicks:

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE UTILIZATION OF THE ABOVE DESCRIBED STANDARDS AS A SUBSTITUTE FOR CURRENT STANDARDS FOR THE ENTERING FRESHMAN CLASS, FALL 1999.”

Master of Science Degree in Health Systems - The Master of Science Degree in Health Systems is a 36-semester hour program designed to prepare individuals to assume roles as chief information officers in health care organizations. The curriculum is a synthesis of the domains of information science and information resources management with pertinent concepts in business, research, and data analysis. It was developed by faculty in the colleges of Health and Applied Sciences and Business Administration, in consultation with selected health care administrators representing large and small medical facilities in Arkansas.

There are no programs in Arkansas that focus specifically on the preparation of health information officers. The only comparable program in the region is at the University of Alabama-Birmingham. Several members of the Arkansas Hospital Association expressed a need for information officers with an understanding of clinical practice and research and skills to coordinate the activities of personnel responsible for information management, computer networks and finance. In a recent survey of chief executive officers of health care facilities in Arkansas, thirty-seven reported that if graduates were available they would hire them immediately. In addition to medical facilities, employment opportunities also exist in managed care organizations, insurance companies, and other health agencies. With recent dramatic changes in the health care environment, there is a critical need for careful integration of the activities of information systems, finance, technology support, and related divisions within organizations. Graduates of the proposed program will be prepared to perform this service.

Dr. Chakales stated that the program is needed and commended those who developed the proposal.

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

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE MASTER OF SCIENCE DEGREE IN HEALTH SYSTEMS.”

**PROPOSAL FOR A NEW PROGRAM SUBMITTED TO
THE ARKANSAS DEPARTMENT OF HIGHER EDUCATION BY**

**THE UNIVERSITY OF CENTRAL ARKANSAS
(Name of Institution Submitting Proposal)**

A NEW PROGRAM ENTITLED

MASTER OF SCIENCE DEGREE IN HEALTH SYSTEMS

**(Full Name of Proposed Program. If an Instructional Program
Include Both Certificate or Degree Title and Academic Discipline)**

**51.0701
(Suggested CIP Code)**

**August, 1998
(Proposed Starting Date)**

Signature of President

Signature of Chair of Board

Date

Date of Submission

1. **PROPOSED PROGRAM TITLE:**

Master of Science Degree in Health Systems

2. **CIP CODE:**

51.0701 Health Systems

3. **PROPOSED STARTING DATE:**

August, 1998

4. **NEED FOR THE PROGRAM:**

Rapid changes in the health care environment have created the need for programs providing advanced levels of training for health professionals. Heightened demands for efficiency and accountability call for professionals who can use state-of-the-art technologies to organize and manage information to facilitate effective decision-making in the health care industry. For more than a quarter of a century, UCA has been graduating competent allied health professionals and nurses. Recent developments spurred by managed care, changes in third-party payer policies and governmental regulations have created a situation which requires careful collection, management and control of information. Professionals and employers alike have sought assistance from UCA in dealing with these new challenges.

In response to these developments, department chairs in the College of Health and Applied Sciences held a series of meetings with an advisory committee consisting of the President of the Arkansas Hospital Association and CEO's representing large and small hospitals, both rural and urban. Following those discussions and surveys of employers, it was determined that a new degree program, a master of science in health systems was needed to provide clinicians and staff in medical facilities, insurance companies, and managed care organizations with an opportunity to complete an advanced degree in an area where qualified personnel are not available.

There is a compelling need for individuals with a background in health care who can manage information systems in hospitals and clinics. Faculty in the UCA College of Business have worked closely with their colleagues in the Department of Health Sciences to design a curriculum that will meet a critical need in the health care industry in Arkansas. The deans of the colleges of business administration and health and applied sciences have agreed to support the assignment of faculty with appropriate expertise to teach in the proposed program.

As one of the most information-intensive industries, health care organizations can no longer function without the ability to rapidly collect, store, retrieve and analyze data. Given these needs, there is a growing demand for individuals who possess the requisite knowledge, skills and personal attributes to assume roles in the planning, management, design, integration, implementation, and evaluation of health care clinical, financial, and administrative information systems.

This degree program has been developed by faculty in the Department of Health Sciences in response to the need for information officers as demonstrated by the results of a survey of Arkansas health care administrators. A copy of the questionnaire appears in Appendix A. Of 110 health care administrators receiving questionnaires, sixty-eight (62%) responded. A significant majority of respondents (96%) agreed that a critical need exists for better management of information in their facilities. More than half of this group (54%) reported that as soon as graduates are available they would employ them. In addition to the original survey conducted with Arkansas hospital administrators, recent conversations with health care professionals indicate a strong job market for chief information officers. Advertisements for six positions for chief information officers were listed in the current ACHE Career Mart Employment Newsletter. Following interviews with prospective students, it was concluded that at least 10 would enroll in the program if initiated in the fall semester of 1998. Based on the experience at another institution with a similar program (The University of Alabama - Birmingham) it is anticipated that at least 15 to 20 students will enroll annually.

Approximately 68% of the health care administrators responding indicated that program graduates are eligible to hold the title of chief information officer, and would be assigned to a position at the level of director or vice-president. Graduates would also find employment opportunities with health information system vendors, health care consulting groups, government agencies, and industries associated with the health care system, such as home health, managed care organizations, insurance companies, rehabilitation centers, and extended care facilities. When asked about compensation, 43% of employers responding predicted salaries in the range of \$25,000 to \$34,000, while 38% believed that program graduates would command salaries greater than \$35,000.

5. CURRICULUM OUTLINE:

The proposed degree consists of thirty-six hours of course work integrating the domains of information science and health information management with pertinent concepts in business, research, and data analysis. The degree consists of twelve credit hours in the primary core, twelve hours in the specialty core, six hours of related electives and six hours for the thesis and/or internship. Both thesis and non-thesis options are available. Learning experiences which focus on problem solving, decision making, and collaboration in team-centered working environments are emphasized throughout the curriculum.

A. PREREQUISITES

In addition to graduate school admission requirements, the following business courses are considered prerequisites for the proposed Master of Science in Health Systems Administration degree.

STAT 2330	Business Statistics
INFO 1343	Information Processing
ECON 2320	Principles of Macroeconomics
ECON 2321	Principles of Microeconomics
ACCT 2310	Principles of Accounting I
ACCT 2311	Principles of Accounting II
ACCT 3321	Legal Environment of Business I
FIN 3330	Management of Finance & Capital
MKTG 3350	Managing Customers & Markets
MGMT3344	Production Management

Students completing the health services administration track within the existing Bachelor of Science in Health Sciences program have the needed prerequisites. There are presently 35 students enrolled in this track. Another source of students will be individuals who initially enrolled with the expectation of acceptance into one of UCA's allied health or nursing programs. Admissions criteria in these programs are extremely competitive. One out of three or four applicants are accepted in a typical year. Grade point averages of students selected this past year in Speech-Language Pathology, Occupational Therapy, and Physical Therapy were between 3.63 and 3.74 on a 4.0 scale. This leaves many well-qualified students who seek other alternatives. The proposed degree program provides opportunities for many of the individuals not selected in one of the clinical programs to pursue another avenue of service in a health-related profession.

Courses for the Master of Science in Health Systems Administration (36 Hours):

Primary Core Courses

<u>Credits</u>	<u>Course</u>
3	HED 6379 Foundations of Research in Health/Applied Sciences
3	KPED 6316 Data Analysis
3	HSCI 6315 Administration of Health Services Organizations
<u>3</u>	HSCI 6320 Information Systems/Management Science in
12	Health Services Administration

Specialty Core Courses

<u>Credits</u>	<u>Course</u>		
3	ACCT 5352		The Legal Environment of Health Care Administration
3	HSCI 6325		Clinical Documentation/Information Systems in Support of Patient Care
3	MBA 6302		Accounting for Management Decisions
<u>3</u>	ECON 5360		Health Care Economics
12			

Electives (6 credits)

MBA 6305 Financial Decision Making
MBA 6301 Decision Modeling in Information Systems
MKTG 5360 Health Care Marketing
ACCT 5304 Accounting for Decision Making in Non-Profit Organizations
MBA 6304 Communication in Organization
HED 6361 Epidemiology in Health Education

Thesis/Internship Requirements:

Each student must complete either Thesis I and II (six credits) or a six credit internship.

New Courses:

Three new courses are proposed. They include: Information Systems/Management Science in Health Services; Administration of Health Services Organizations; and Clinical Documentation/Information Systems in Support of Patient Care. Course syllabi are presented in Appendix B.

6. FACULTY:

Listed below are faculty who may be assigned to teach in the proposed program. Vitae for each of these individuals are presented in Appendix C.

Jacque Rainey, Ph.D. - Assistant professor of health sciences. Dr. Rainey's Ph.D. degree is in public health. She has been at UCA since 1994. Her areas of specialization include epidemiology, research, planning and evaluation. Dr. Rainey has published numerous articles in refereed

professional journals, has a strong record in grants, and regularly presents papers at national professional meetings.

Emogene Fox, Ed.D. - Professor and chair of the Department of Health Sciences. She has published books and numerous articles in professional journals. She has received more than one million dollars in grants from government and private sources. Her specialities are in administration and research. She has thirty years of teaching experience.

Jimmy Ishee, Ph.D. - Professor of kinesiology and assistant dean. Dr. Ishee has been a member of the faculty since 1982. He has published numerous articles in regional and national journals, and is editor of a national newsletter. His areas of specialization are in statistics and research design.

Jane Lammers, Ed.D. - Professor of health sciences. Dr. Lammers began her career at UCA in 1977. She has published with consistency and has a strong record in grantsmanship. Her specialities are foundations of health sciences and curriculum.

Betty Hubbard, Ed.D. - Professor of health sciences. Dr. Hubbard joined the UCA faculty in 1980. She has authored numerous books and articles and is the recipient of several grants. Dr. Hubbard received the UCA Teaching Excellence Award in 1991. Her expertise is in curriculum and instructional methodology.

Roy Whitehead, Jr, J.D., LL.M.- Associate professor of business law. Dr. Whitehead's major fields are accounting and law. He has published numerous articles, including several in the area of health care finance. He has 13 years of teaching experience, and was UCA General Counsel for three years.

Paul Jensen, D.B.A. - Associate professor of business administration. Dr. Jensen's specialty is accounting. He has published and presented papers on experiential learning in accounting.

Douglas Grider, Ph.D. - Professor of business administration. Dr. Grider's major field of study is management. He has numerous scholarly publications, presentations, and 26 years of teaching experience. His specialty is in employee and program assessment.

Joseph D. Cangelosi, Ph.D. - Associate professor of marketing. Dr. Cangelosi has published numerous articles in health care marketing and he has 14 years of teaching experience.

NEW COSTS:

The budget outlining estimated expenditures and revenue for a three-year period appears in Appendix D.

New Administrative Costs:

No additional administrative costs are anticipated.

Number of New Faculty (Full-Time and Part-Time) and Costs:

The proposed program will require one new full-time faculty member. The anticipated salary requirement for this faculty member is approximately \$50,000 plus benefits.

New Library Resources and Costs:

A limited number of periodical and book acquisitions will be required. The estimated cost is approximately \$500. To follow is a summary of pertinent holdings in UCA's Torreyson Library.

Torreyson Library, has approximately 110,780 square feet. The library's holdings include more than one million items. This includes 538,836 volume conversions of microform, microfiche, periodicals, books, and special collections. The volume conversions include 357,000 book titles. Library holdings increase at a rate of approximately 20,000 items annually. Fully computerized on-line catalogs can be accessed through modems from off-campus locations and throughout the library. The Torreyson Library collection has a 98.8% rating based upon the collection formula of the Association of College and Research Libraries.

The number and quality of health sciences and business holdings in Torreyson Library and related titles have been rated as excellent. Comparative analyses with other libraries revealed that approximately fifty to seventy-five percent of the volumes in Torreyson Library were determined to be appropriate for graduate level instruction and research. Both the College of Health and Applied Sciences and the College of Business have had an active title acquisition program for more than 25 years.

Torreyson Library maintains periodical holdings representing approximately 46% of the titles indexed in the Business Periodical Index and approximately 51% of the titles in the Health Sciences Periodicals Index. Inter-library loan services are available for materials not held locally. On-line services are available upon request; consequently, any title students require can be acquired in a timely manner through library loan services.

New Instructional Equipment and Costs

Specialized software will be purchased as required. A budget of \$15,000 has been established for acquisition of computers and software to supplement existing equipment. An additional \$10,000 has been budgeted for each subsequent year to cover required upgrades and replacement. Approximately \$3,000 will be required for office equipment, and \$500 has been budgeted for instructional supplies. By offering courses on a late afternoon and evening format, equipment and space can be made available without interference with other programs.

New/Renovated Facilities and Costs

No additional space will be needed beyond minor renovations for a faculty office. The estimated cost for renovations is \$1,200. Classes will be offered during late afternoon, at night and/or on weekends to efficiently utilize existing classroom space and computer labs. Since several courses will be taken by other students, none of the offerings taught by existing faculty will require reallocation of existing resources.

Distance Delivery Costs:

No distance delivery costs are anticipated during the first three years of program operation.

Other Costs

A part-time secretary (.25 FTE) will be employed. This will require an expenditure of \$3,150 plus benefits. It is estimated that office supplies will cost approximately \$500 annually.

8. SOURCE OF FUNDING

Revenue projections are outlined in Appendix D. Expenditures of \$115,562 are anticipated during FY 1999, while estimated revenue is \$69,740, resulting in a loss of \$45,822. After the first year, however, assuming enrollment projections are met and budget estimates are accurate, the program will yield a surplus of funds. In FY 2000, estimated expenditures will be \$111,035,

while revenue will rise to \$174,350, a surplus of \$63,315. In FY 2001, anticipated expenditures will be \$115,162 and revenue will be \$209,220, resulting in a surplus of \$94,058.

The amount of \$28,625 will be reallocated from the part-time instruction account of the College of Health and Applied Sciences.

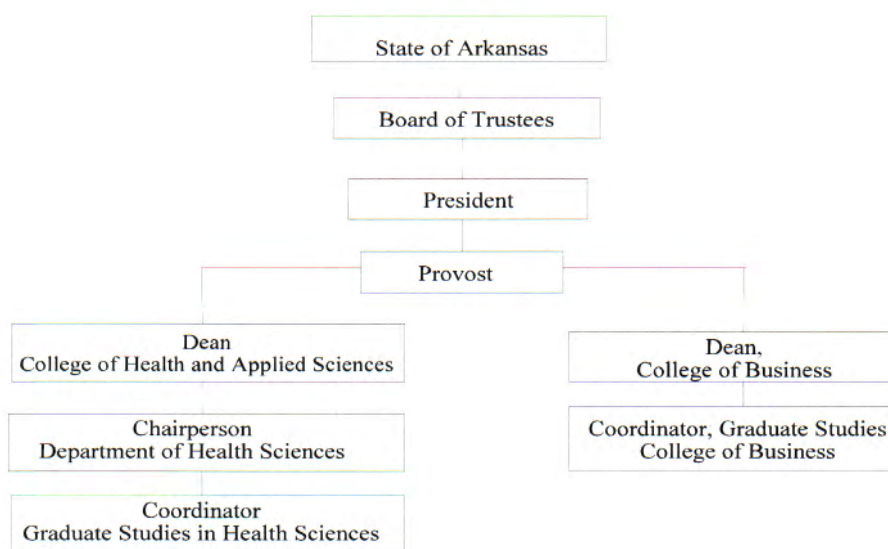
Tuition and Fees will yield \$27,350 in FY 1999, \$68,375 in FY 2000, and \$82,050 in FY 2001.

Other Sources of Revenue

Private sources of revenue may be available through matching agreements with computer hardware and software vendors.

9. ORGANIZATIONAL CHART REFLECTING NEW PROGRAM OPTION

The Department of Health Sciences chair reports to the dean of the College of Health and Applied Sciences. A departmental coordinator of graduate studies supervises the admission of graduate students and after consultation with the graduate faculty assigns a major advisor. The College of Business has a similar administrative structure. No change in the existing administrative structure will be required for the proposed degree program. An organizational chart is presented below.



10. SPECIALIZED REQUIREMENTS:

Specialized Accreditation Requirements

Specialized accrediting agencies do not exist in the general area of health sciences or in the specific field of health systems. The College of Business BBA and MBA programs are accredited by The American Association of Collegiate Schools of Business.

Licensure/Certification Requirements for Students

There are no standardized licensure/certification requirements for student entry into the field.

11. BOARD OF TRUSTEES APPROVAL:

The proposed program was approved by the UCA Board of Trustees on _____.
See Appendix E for a copy of the Board of Trustees Resolution.

12. SIMILAR PROGRAM OPTIONS IN AREA:

No Master of Science degree program of this type exists in the state of Arkansas. The closest in the region is at the University of Alabama-Birmingham.

Due to rapid changes in health care, this proposed graduate degree is needed to provide personnel who can assume management roles in the planning, administration, design, integration, and evaluation of clinical and administrative information systems in health care facilities and agencies. Employment will be available in single hospitals, multi-hospital systems, integrated health delivery networks, health facilities management firms, managed care organizations, insurance companies, and health consulting agencies.

13. DESEGREGATION:**Describe African-American Student Recruitment and Retention Strategies.**

African Americans comprise approximately 12% of the total UCA enrollment. The goal for this program is to meet or exceed that percentage. Significant progress has occurred in two programs within the College of Health and Applied Sciences. The class selected for the BSN degree program in nursing included nine African Americans, and five were selected for enrollment in the MS degree program in Speech-Language Pathology. Several strategies are responsible for these accomplishments. The College of Health and Applied Sciences has worked closely with the UCA minority affairs office in the development of recruitment initiatives including the hosting of career fairs at the Dunbar Community Center in Little Rock, and co-sponsorship with the College of Education in the African-American Partnering Talent project. Another significant step was recently taken in the employment of an African American faculty member who has been given a specific assignment which involves the recruitment and mentoring of prospective African American students. There is also an active student minority affairs committee with representatives from each department in the College of Health and Applied Sciences.

Bachelor of Science Degree in Environmental Science/Environmental Studies - This proposal will establish a new baccalaureate (B.S.) degree in environmental science/environmental studies. The program will consist of 124 semester hours. Students will complete a core of courses in economics, policy and regulation, sciences, and statistics. They will also select one of three emphasis tracks: biology, chemistry, or planning. There is no program in Arkansas analogous to this one. Implementation of the new degree is planned for fall 1998.

Job opportunities for graduates of environmental science or environmental studies programs are expanding rapidly. National data show that virtually all environmental employment areas are projected to experience growth. Some of the areas expected to grow most rapidly are planning, environmental education and communication, water quality management, solid and waste management, hazardous waste management, and air quality management. We have interviewed personnel at the Arkansas Department of Pollution Control and Ecology, the Arkansas Fish and Game Commission, the Arkansas Highway Department, the Arkansas Natural Heritage Commission, the U.S. Park Service, and several environmental consulting firms. All cited a growing need for students who will have the kind of training in environmental science and environmental studies that is being proposed here.

The program has been recommended by all appropriate faculty committees and administrators.

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

"BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES HEREBY APPROVES THE BACHELOR OF ARTS IN ENVIRONMENTAL SCIENCE/ENVIRONMENTAL STUDIES."

1. PROPOSED PROGRAM TITLE.

Bachelor of Science in Environmental Science/ Studies

2. CIP CODE REQUESTED

03.0102

3. PROPOSED STARTING DATE

Fall 1998

4. NEED FOR PROGRAM

Since the 1960's -- when Rachel Carlson's Silent Spring was published, the nation's first undergraduate environmental studies programs were begun, and the National Environmental Policy Act was passed -- there has been an increasing awareness about environmental issues and the need for environmental protection. As environmental protection and regulation efforts have increased dramatically in the last three decades, so too has the number of environmental specialists employed by businesses, industries, and national, state, and local government agencies, as well as the number of degree programs in environmental studies or environmental science. (Over 100 colleges and universities in the U.S. currently have academic environmental programs.)

Job opportunities for graduates of environmental science or environmental studies programs are expanding rapidly. National data show that while virtually all environmental employment areas are projected to experience growth, the most rapidly growing ones are:

- planning (3%-9%);
- environmental education and communication (5%-10%);
- water quality management (9%);
- solid and waste management (13%);
- hazardous waste management (18%); and
- air quality management (25%).

(numbers in parentheses are the percent growth per year into the 21st century)

According to *Education for the Earth* (1995, Peterson's Guide), *The New Complete Guide to Environmental Careers* (1993, Island Press) and *The Environmental Career Guide* (1991, John Wiley and Sons, Inc.), new B.S. graduates in environmental studies can expect to have initial salaries of \$23,000 - \$30,000 in air quality management, \$26,000 in environmental biology, \$24,000 in environmental chemistry, \$20,000 - \$25,000 in environmental education and communication, \$25,000 - \$30,000 in environmental geography and earth science, \$28,000 in environmental geology, \$22,000 - \$30,000 in environmental planning, \$25,000 - \$30,000 as an environmental protection specialist, \$20,000 in resource management, \$25,000 - \$35,000 in solid and hazardous waste, and \$22,000 in water resources.

In Arkansas, starting salaries reported by the Arkansas Office of Energy, the Game and Fish Commission, the Department of Pollution Control and Ecology, and the Soil and Water Conservation Commission range from \$17,000 to \$25,000. We have interviewed personnel at the

Arkansas Department of Pollution Control and Ecology, the Arkansas Fish and Game Commission, the Arkansas Highway Department, the Arkansas Natural Heritage Commission, the U.S. Park Service, and several environmental consulting firms. All cited a growing need for students who will have the kind of training in environmental science and environmental studies that is being proposed here.

5. CURRICULUM OUTLINE

(Attached)

6. FACULTY

Public Administration

Ronald Hy, PhD, Miami University, Professor. Public administration; public finance; tax policy; economic development.

R. Lawson Veasey, DA, Idaho State University, Professor. Public administration; economic development; intergovernmental relations.

Lani Malysa, PhD, University of Oklahoma, Assistant Professor. Public policy; environmental and natural resources policy; public administration.

Geography

Gerald L. Reynolds, PhD, Southern Illinois University. Associate Professor. Environmental resources; natural hazards.

Jeffrey D. Allender, PhD, University of Wisconsin, Milwaukee, Associate Professor. Urban and regional planning; parks and tourism.

Biology

Donald Culwell, PhD, University of North Carolina, Professor. Plant taxonomy; regional Arkansas floristics; cryptogamic botany.

David Dussourd, PhD, Cornell University, Associate Professor. Animal behavior and invertebrate zoology; behavioral adaptations in insect herbivores for circumventing or deactivating plant defenses.

Paul Hamilton, PhD, Florida State University, Professor. Animal behavior and invertebrate zoology; sensory ecology of molluscs; ecological aspects of animal orientation.

Katherine Larson, PhD, Northern Arizona University, Assistant Professor. Plant and insect ecology; ecology of introduced plant species, emphasizing plastic resource allocation patterns and their influence on species interactions.

Daniel Magoulick, PhD, University of Pittsburgh, Assistant Professor. Aquatic ecology; ecology of freshwater fish; factors influencing population and community dynamics in stream systems.

Michael Mathis, PhD, University of Arkansas, Associate Professor. Stream ecology and insect taxonomy.

Mary Victoria McDonald, PhD, University of Florida, Associate Professor. Vertebrate zoology; ornithology; mating strategies of birds; bird conservation.

Chemistry

Jeffrey Draves, PhD, University of Illinois, Assistant Professor. Environmental chemistry; air pollution detection and monitoring.

Patricia Draves, PhD, University of Illinois, Assistant Professor. Biochemistry; environmental toxicology.

Health Sciences

Gary Lewers, PhD, University of Utah, Associate Professor. Health education; relationships between environmental issues and human health.

7. NEW PROGRAM COSTS

No new administrative costs are anticipated

It will probably be necessary to hire a part-time adjunct faculty member to teach the Advanced Environmental Policy and Regulation course once per year (@\$2000 per course). If enrollment in the program reaches significant levels, it will be necessary to hire an additional full-time faculty member in either Chemistry, Biology, or Public Administration to teach required courses in the program and to administer the program.

Current library holdings in environmental science/studies are generally adequate, but a modest upgrading of library resources will be necessary over the next three years.

Current laboratory and instructional equipment for environmental science/studies is generally adequate, although the purchase of additional Geographic Information Systems computer hardware and software and the upgrading of existing instructional equipment will be necessary over the next three years. No new or renovated facilities are necessary. No distance delivery costs are anticipated. No new secretarial costs, supplies, or faculty/student research costs are anticipated. Modest new costs for faculty development (for example, travel to attend annual professional conferences in the field) are anticipated.

8. SOURCE OF FUNDING

This degree will incur very modest additional costs. It will be funded from tuition and fees of students enrolled in the program, and from minor reallocations within the E&G budget.

9. ORGANIZATIONAL CHART REFLECTING NEW PROGRAM

See Next Page

10. SPECIALIZED REQUIREMENTS

There are no specialized requirements for this degree program.

11. BOARD OF TRUSTEES APPROVAL

[Insert copy of the Board Resolution]

12. SIMILAR PROGRAMS IN ARKANSAS AND SURROUNDING STATES

There is no analogous program in the state. Two baccalaureate programs have environmentally related aspects: one in Fisheries and Wildlife Biology at Arkansas Tech University, and an Environmental Health Science program at the University of Arkansas at Little Rock. The latter is described as a program that “provides interdisciplinary skills necessary to assess physical, biological, and chemical characteristics in our environment and their relationship to human health,” a focus quite different than that of the program proposed here.

There are several environmental science or environmental studies programs in states adjacent to Arkansas. The programs most similar to the one proposed here, which include emphases in both sciences and planning, are at Texas Christian University, Lamar University, and Concordia Lutheran College.

13. DESEGREGATION

An initial enrollment of 15 is expected. Using university-wide data, we project that 12 of these students will be Caucasian, 2 African-American, and one of another minority. All faculty initially expected to teach in the program are Caucasian. The university has on-going programs designed to attract and recruit minority students.

ENVIRONMENTAL SCIENCE/STUDIES MAJOR CURRICULUM**Core**

BIOL 1440, 1441 Principles of Biology I and II

CHEM 1450, 1451 College Chemistry I and II

Three or four hours from:

GEOG 1315 Introduction to Physical Geography

PHYS 1402 Physical Geology

Three hours from:

MATH 2311 Statistical Methods I

PSCI 3312 Statistical Methods for Political Analysis

PSYC 2330 Psychological Statistics

SOC 2321 Social Statistics

GEOG 2302 Conservation and Land Use

*ENVR 34XX Introduction to Environmental Science [New Course]

*ENVR 43XX Environmental Practicum [New Course]

*ECON 3325 Environmental Economics [New Course]

*PSCI 33XX Environmental Policy and Regulation [New Course]

Core total: 38-39 hours

Emphasis Areas:

Biology	Chemistry	Planning and Policy
BIOL 4401 Invertebrate Zoology	CHEM 2401 Organic Chemistry I	INFO 1343 Data Processing & Analysis
BIOL 4402 Vertebrate Zoology	CHEM 3411 Organic Chemistry II	GEOG 2345 Geographic Information Techniques
BIOL 4403 General Ecology	CHEM 3520 Quantitative Analysis	GEOG 3325 Urban & Regional Planning
BIOL 4404 Plant Taxonomy	CHEM 4351 Environmental Chemistry	GEOG 4330 Geographic Information Systems
CHEM 2401 Organic Chemistry I	CHEM 4152 Environmental Chemistry Lab	HED 4303 Environmental Health Problems
CHEM 3520 Quantitative Analysis	BIOL 4403 General Ecology	PSCI 2340 State & Local Government
CHEM 4351 Environmental Chemistry	PHYS 1405 Applied Physics (or PHYS 1410 College Physics I, for students who also plan to complete PHYS 1420 College Physics II)	PSCI 3360 Public Administration
CHEM 4152 Environmental Chemistry Lab	Eight hours from:	PSCI 3361 Public Policy
Fifteen hours of approved electives	CHEM 3360 Intermediate Inorganic	PSCI 4351 Community & Regional Planning
	CHEM 4320 Biochemistry	*PSCI 43XX Advanced Environmental Policy and Regulation [New Course]
	CHEM 4130 Biochemistry Lab	SOC 1300 Principles of Sociology
	CHEM 4450 Physical Chemistry I	SOC 4341 Population
	CHEM 4460 Physical Chemistry II	Ten hours of approved electives
	CHEM 4451 Advanced Analytical Chemistry	
	Three hours from:	
	CHEM 3320 Environmental Toxicology	
	GEOG 4330 Geographic Information Systems	
	Eight hours from:	
	BIOL 4401 Invertebrate Zoology	
	BIOL 4402 Vertebrate Zoology	
	BIOL 4404 Plant Taxonomy	
	PHYS 1420 College Physics II	
Total: 44 hours	Total: 44 hours	Total: 46 hours

Total Program Hours: 82 to 85**Approved Biology Electives:**

BIOL 4415 Evolution
BIOL 4435 Animal Behavior
BIOL 4470 Anatomy/Morphology of Gymnosperms and Angiosperms
BIOL 4410 Anatomy/Morphology of Cryptograms
BIOL 4245 General Microbiology and Immunology
BIOL 44XX Biometry [New Course]
BIOL 44XX Ornithology [New Course]

Approved Planning & Policy Electives :

PSCI 3375 American Judicial System
PSCI 3382 Politics of Developing Nations
PSCI 4336 City Governments and Politics
PSCI 4391 Government Budgeting
SOC 4301 Social Movements and Social Change
SOC 4321 Social Policy Analysis
GEOG 3306 Remote Sensing and Image Interpretation
GEOG 3351 Weather and Climate
GEOG 3361 Geography of Landforms
GEOG 4305 Soils
GEOG 4313 Recreation and Tourism
Any courses in Biology or Chemistry Emphasis areas
PSCI 4199, 4299, 4399, or 4499 Studies in Political Science
GEOG 4160, 4260, or 4360 Problems in Geography

Departmental Name Changes - The faculty of the Department of Marketing and Management unanimously requested that the name of the department be changed to the Department of Marketing, Management, and Information Systems. The change more accurately reflects the nature of the department and its degree programs. The visibility of the information systems component will be increased to both students and employers. All college committees and the Council of Deans have endorsed the recommendation.

The faculty of the Department of Philosophy have unanimously requested that the name of the department be changed to the Department of Philosophy and Religion. Many departments nationally, at both public and private colleges and universities, bear such a name. The proposed name change will reflect the central role the department now plays in the newly-approved interdisciplinary degree in religious studies and the religious studies minor. All college committees and the Council of Deans have endorsed the recommendation.

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

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY APPROVES DEPARTMENTAL NAME CHANGES FOR THE DEPARTMENT OF PHILOSOPHY AND THE DEPARTMENT OF MARKETING AND MANAGEMENT TO THE DEPARTMENT OF PHILOSOPHY AND RELIGION AND THE DEPARTMENT OF MARKETING, MANAGEMENT, AND INFORMATION SYSTEMS.”

Graduate Application Fee Increase (Board Policy No. 634) - The university has charged a graduate application fee of \$15.00 since 1990. As the prestige of graduate programs at the university has risen and the enrollment in graduate programs in selected health science areas has doubled, the number of applications to be processed by the graduate school has increased significantly. Staff support for managing the increased load is inadequate. As a means to help defray expenses for the necessary services related to handling applications for graduate programs, a modest increase to \$25 is proposed. The proposed rate is within the range of rates charged by other universities in the state. The fee for international students will be increased proportionately.

Institution	Graduate Application Fee for Domestic Students	Graduate Application Fee for Doctoral Students	Graduate Application Fee for International Students
ASU	\$15	\$35	\$25
UAF	\$25	\$25	\$35
UALR	UALR eliminated all fees, including the \$25 graduate application fee. when tuition was raised in 1996.		\$25
UCA - CURRENT	\$15	\$0	\$30
UCA - PROPOSED	\$25	\$25	\$40

The following resolution was adopted unanimously upon motion by Mr. Aydelott with a second by Mr. Womack as a revision to Board Policy No. 634, "Fees-General Administrative":

"BE IT RESOLVED: THAT THE UCA BOARD OF TRUSTEES APPROVES A \$25.00 APPLICATION FEE FOR DOMESTIC GRADUATE STUDENTS (MASTERS, SPECIALIST, AND DOCTORAL) AND \$40.00 FOR INTERNATIONAL GRADUATE STUDENTS (MASTERS, SPECIALIST, AND DOCTORAL) EFFECTIVE WITH THE FALL SEMESTER, 1998, AS AN AMENDMENT TO BOARD POLICY NO. 634, 'FEES-GENERAL ADMINISTRATIVE.'"

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 634

Subject: Fees - General Administrative

Page 1 of 2

Date Adopted: _____

Revised: _____

Graduation Fees - Adopted 4/92

Undergraduate Degree	\$25.00
Graduate Degree	\$35.00

Late Registration Fee - Adopted 1/67 Revised 4/85, 3/94

The late registration fee is \$25.00.

Drop/Add Fee - Adopted 4/85

An administrative charge of \$5.00 is enacted.

Graduate School Application Fee - Adopted 5/91

~~All students applying to graduate school will be charged a fee of \$15.00.~~ An application fee of \$25.00 will be charged for domestic graduate students (masters, specialist, and doctoral) and \$40.00 for international graduate students (masters, specialist, and doctoral) effective with the Fall semester, 1998.

Academic Transcript Fee - Adopted 5/91

The academic transcript fee is \$3.00 per copy, or \$5.00 per copy for same day service.

Returned Check Fee - Adopted 5/91

A fee of \$15.00 will be charged for each returned check.

Post Office Box Fee - Adopted 5/91

4 x 5 box	\$ 5.00 per semester
5 ½ x 6 box	\$20.00 per year
6 ½ x 11 box	\$20.00 per year
4 x 5 box	\$ 3.00 per summer term

Non-Tenure-Track Faculty Senate - In February 1997 a task force was charged by the Provost to make a recommendation for representation of the University's non-tenure-track faculty. In the course of the task force's work, members contacted a number of other universities and the American Council on Education. Several documents were reviewed, including a report of twelve universities surveyed by the Faculty Senate regarding representation of non-tenure-track faculty, the by-laws of the Faculty Senate and the Staff Senate, and the 1995 report of a task force for the President addressing the policies and procedures affecting part-time and non-tenure-track faculty.

After deliberation, the task force recommended the formation of a separate, newly constituted Senate to serve as the representative body of the non-tenure-track faculty, including part-time faculty. In arriving at the recommendation for separate Senate representation, the task force noted that not all employees of the University are currently represented by a Senate. Employees classified as staff are represented by the Staff Senate and all tenured and tenure-track faculty are represented by the Faculty Senate. However, non-tenure-track faculty, including part-time faculty are represented by neither Senate, even though in the fall 1996 semester, they constituted 40.93% of the total faculty body and produced 41.27% of the student-semester-credit-hours generated by the University.

The Council of Deans considered the report and endorsed the creation of a senate for non-tenure-track faculty at its regular meeting on April 16, 1997. The Council of Deans unanimously recommended the following motion:

The Council of Deans regrets that the Faculty Association rejected inclusion of non-tenure-track faculty in the Faculty Senate. Given that decision, the Council of Deans, believing that representation of non-tenure-track faculty is important, supports the creation of a senate to represent non-tenure-track faculty.

On October 22, 1997, the Council of Deans again discussed the report of the task force on non-tenure-track faculty representation and unanimously endorsed the recommendation of the task force with an amendment relative to the composition of the Non-Tenure-Track Faculty Senate. The recommended senate would have a total membership of sixteen: two members from each of the six colleges, one from undergraduate studies, and three from part-time faculty.

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

“BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES APPROVES THE ATTACHED PROPOSAL FOR THE ESTABLISHMENT OF THE UNIVERSITY OF CENTRAL ARKANSAS NON-TENURE-TRACK FACULTY SENATE.”

**RECOMMENDATIONS FOR THE FORMATION OF A
NON-TENURE-TRACK SENATE**

- (1) Members on the Non-Tenure-Track Faculty Senate should include full-time and part-time employees of the University not currently represented by the current Staff Senate or Faculty Senate.
- (2) In the interest of inclusiveness, representation will include those who do not fulfill their duties in traditional academic departments under Chairs served by a Dean.
- (3) Therefore, the Senate body might consist of sixteen members: two from each of the six colleges, one from Undergraduate Studies, and three from the part-time faculty.
- (4) To facilitate an understanding of the University and the proposed Non-Tenure-Track Faculty Senate, representatives should have at least one year's teaching experience at the University and should serve two-year staggered terms, for no more than two successive terms.
- (5) The Senate's by-laws should be written to facilitate amendment in order to address changing needs and circumstances of the faculty and the environment in which they teach.

Revision of Board Policy No. 511, "Sexual Harassment" - Board Policy 511, Sexual Harassment Policy, was adopted by the Board in August 1989. Procedures for implementing the policy and appointing Sexual Harassment Complaint Committees appear in the Faculty Handbook, Staff Handbook, and Student Handbook. Slight differences in the procedures and committee selection process in the three handbooks has been a source of confusion which can be eliminated by the adoption of a single statement of procedures and committee selection process. The proposed document was prepared by the present and former Affirmative Action Officers, University Council and the Director of Human Resources and has been reviewed and endorsed by the Faculty Senate, Staff Senate and the Student Government Association.

Mr. Aydelott asked if UCA has a policy regarding faculty/student fraternization. President Thompson responded that a policy concerning this issue has been drafted but not finalized.

Mr. Aydelott stated that this is an area that is constantly evolving in the field of law and UCA's sexual harassment policy only brushes the surface and does not address all issues.

Mr. Aydelott moved that the policy be adopted as presented with the understanding that it continue to evolve into a more complete policy. With a second from Mr. Hicks, the following resolution was adopted unanimously as a revision to Board Policy No. 511, "Sexual Harassment":

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

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 511

Subject: Sexual Harassment

Page 1 of 3

Date Adopted: 8/89 Revised: _____

~~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.~~

~~Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and 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 a 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.~~

~~Sexual harassment shall subject the offender to dismissal or other sanctions after compliance with procedural due process requirements.~~

~~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 between persons of the same status (e.g., faculty-faculty, student-student, staff-staff). Both men and women may be victims of sexual harassment.~~

~~Sexual harassment may create a hostile, abusive, demeaning, offensive, or intimidating environment. It is manifested by verbal and/or physical actions, including gestures and other symbolic conduct. Sexual harassment is not always 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 also includes non-sexual slurs about one's gender, contrived work or study assignment, and assigning more onerous or unpleasant tasks predominately to employees or students of one gender.~~

~~This general statement of policy may be implemented by a Faculty Handbook, Staff Handbook, and Student Handbook section that will detail the processes by which the foregoing policy will be accomplished.~~

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 after compliance with procedural due process requirements.

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 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.

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

- a. submission to such conduct is either explicit 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.

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 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.

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 within a reasonable period of time to (1) their immediate supervisor or academic dean or to a departmental supervisor higher up in the line of responsibility or (2) the University Affirmative Action Officer, the University Legal Counsel or the University Director of Human Resources.

The person to whom the complaint is made shall immediately contact the University Affirmative Action Officer, the University Legal Counsel or the University Director of Human Resources. One or more of those 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 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 Director of Human Resources. If a satisfactory resolution has not been reached within ten (10) working days from the date of the complaint, the Complainant or the University 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 or the University wish to pursue the matter further, a written complaint must be filed. The written complaint must be filed with the University Affirmative Action Officer, the University Legal Counsel or the University Director of Human Resources within twenty (20) working days of the termination of the informal procedures. The Complainant 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 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 University 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 UCA Counseling Center as a voting member and four (4) 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 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. The Complainant and the respondent (or their designee(s)) will each draw two (2) members, one female and one male, from the appropriate categories.

For example, if the Complainant is a student and the Respondent is a faculty member, the Complainant will draw two (2) student members, one female and one male, and the Respondent will draw two (2) faculty members, one female and one male. If the Complainant and Respondent are both staff members, each will draw two (2) staff members, one female and one male.

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 University President.

Parking Projects - The administration has attempted to negotiate the purchase of Mrs. Agnes Erbach's property on Donaghey Avenue to provide adequate and convenient parking for the new AETN-UCA communication center, the conference center and the Reynolds Performance Hall. On January 8, 1998, the university withdrew its offer to purchase Mrs. Erbach's property and notified her of our decision to develop additional parking on Donaghey Avenue by Farris Fields and elsewhere on campus.

The new facilities will result in the loss of nearly 500 spaces at the "gravel pit" adjacent to AETN and the tennis courts. These spaces must be replaced elsewhere on campus. The only workable location near the new facilities that can be identified is the tennis courts. Though all of the tennis courts may eventually need to be removed and replaced with parking, our recommendation is to remove only the three northern courts initially and construct approximately 200 permanent parking spaces in that area. The remaining parking needs on the south side of campus can be met by constructing temporary gravel lots along Donaghey Avenue by Farris Fields and at the corner of Donaghey Avenue and Robins Street.

The architects developing the new Master Plan have suggested that the proposed Health/Physical Education/Recreation facility be moved to south of Mashburn Hall and the area around the Physical Plant be reserved for future parking. The architects designing the HPER facility are investigating the feasibility of relocating the facility.

President Thompson stated that he did not like the prospect of removing tennis courts that were fairly recently constructed; however, after examining every possible alternative, removal of the tennis courts is the least expensive. President Thompson further stated that the location of the tennis courts will be ideal parking for the Reynolds Performance Hall when constructed.

Mr. Aydelott stressed the importance of installing emergency phones wherever possible.

Following brief discussion, the following resolution was adopted unanimously upon motion by Mr. Womack with a second by Mr. Sims:

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO REMOVE THE THREE NORTHERN TENNIS COURTS AND CONSTRUCT A PERMANENT PARKING LOT IN THE AREA AND CONSTRUCT TEMPORARY GRAVEL LOTS ALONG DONAGHEY AVENUE BY FARRIS FIELDS AND AT THE CORNER OF DONAGHEY AVENUE AND ROBINS STREET.

BE IT FURTHER RESOLVED: THAT THE BOARD APPROVES THE AREA SOUTH OF MASHBURN HALL AS A LOCATION FOR THE NEW HEALTH/PHYSICAL EDUCATION/RECREATION FACILITY.”

Conway Hall Renovation - Conway Hall was constructed in 1967 and is currently in poor condition. A partial renovation of the residence hall can be completed during the summer of 1998 using funds from housing and food service budgets and the Housing System Repair and Replacement Reserve. Work should cost approximately \$550,000 and will include, but not necessarily be limited to, asbestos abatement, repair or replacement of room closets, replacement of floor tile, the fire alarm system, mini blinds, mattresses, and card access system, repair of vanities and bathroom floors, and painting the interior of the building.

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

“BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES AUTHORIZES THE RENOVATION OF CONWAY HALL AT THE ESTIMATED COST OF \$550,000, THE EXPENSE TO BE FUNDED FROM THE HOUSING AND FOOD SERVICE BUDGETS AND THE HOUSING SYSTEM REPAIR AND REPLACEMENT RESERVE.”

Architect for Technology and Mathematics Education Building - At the December 1, 1997 Board of Trustees meeting, the Board was informed that a Technology and Mathematics Education Building was the first priority for UCA in the Capital Funding Request for the 1999-2001 Biennium submitted to the Department of Higher Education. Current plans are for this facility to house the following:

1. Department of Mathematics (currently housed in Main Hall).
2. The newly created Department of Computer Science (currently housed in Lewis Science Center).
3. Open computer labs for general student use.
4. A new distance education classroom to be used by programs across the campus but especially by the health science programs, most of which are located in the adjacent Doyne hall.
5. Multi-media “smart” classroom.

6. The Office of Computer Services (currently housed in Burdick Business Administration Building).

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

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

“BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO EMPLOY AN ARCHITECT TO DEVELOP PLANNING AND COST ESTIMATES FOR THE CONSTRUCTION OF A TECHNOLOGY AND MATHEMATICS EDUCATION BUILDING.”

Food Service Contract for 1998-99 (Board Policy No. 633) - The university recently bid its food service contract for 1998-99 and received proposals from two companies. A Food Service Committee composed of faculty, staff, and students evaluated these proposals and interviewed both companies. It is the unanimous recommendation of the committee that ARAMARK, Inc., be awarded UCA's food service contract for 1998-99.

ARAMARK, Inc., will invest \$350,000 in our food service program over the next seven years. Some of the changes for fall 1998 will be a minor renovation of Christian Cafeteria, a new food concept in the cafeteria, longer hours of operation, and several new optional meal plans. With the approval of the university, additional improvements will be made in the food service program over the next six years. The contractor will be allowed to amortize these improvements over this time period. **There will be no increase in the cost of the basic meal plans for 1998-99.**

The commission paid for off-campus special groups will be approximately 15%. The commission paid on casual meals in the cafeteria, and the non-boarders meal plan will remain at 12%. ARAMARK, Inc., will pay the university a 12% commission on all declining balance and inclining balance sales and 13% on catered events.

The university will continue to contract with ARAMARK, Inc., for the operation of its food court in the Student Center and snack bar in Burdick Business Administration building. ARAMARK, Inc., will pay the university 7% of sales in the Pizza Hut, 10% of sales in Chick-Fil-A, and 13% of sales for all other cash operations.

No change is recommended for the Estes Stadium, Farris Center, and Farris Field concessions contract. The university currently grants ARAMARK, Inc., the exclusive right (except for the UCA High School Basketball Tournament) to operate the concessions in these facilities. It is recommended that this contract be extended from June 1, 1998, through May 31, 1999, with payment to the university of 15% of gross sales, which is the same as the 1997-1998 rate.

The rates for 1998-1999 are as follows:

<u>TERM</u>	<u>MEAL PLAN</u>	<u>1997-1998 RATES PER DAY</u>	<u>1998-1999 RATES PER DAY</u>	<u>INCREASE</u>
1999 Summer	All 19 meals	\$6.74	\$6.74	0
	Any 15 meals	\$5.84	\$5.84	0
<u>Standard Meal Plans:</u>				
Regular Term	All 19 meals	\$4.46	\$4.46	0
	Any 15 meals	\$4.17	\$4.17	0
	Any 10 meals	\$4.01	\$4.01	0
	Any 7 meals +\$125.00	\$4.23	\$4.23	0
<u>Optional Meal Plans:</u>				
Regular Term	Unlimited meals	N/A	\$4.73	N/A
	19 meals + \$50.00	N/A	\$4.84	N/A
	15 meals + \$50.00	N/A	\$4.55	N/A
	10 meals + \$75.00	N/A	\$4.57	N/A

<u>TERM</u>	<u>MEAL PLAN</u>	<u>1997-1998 RATES PER DAY</u>	<u>1998-1999 RATES PER DAY</u>	<u>AMOUNT TO UCA</u>	<u>INCREASE</u>
Off-campus Special Groups	Breakfast	\$3.03	\$3.03	\$.45	0
	Brunch	\$3.69	\$3.69	\$.55	0
	Lunch	\$3.69	\$3.69	\$.55	0
	Dinner	\$3.69	\$3.69	\$.55	0
	Other	N/A	\$4.25	\$.64	N/A
Casual Meals	Breakfast	\$3.75	\$3.75	\$.45	0
	Brunch	\$4.20	\$4.20	\$.50	0
	Lunch	\$4.40	\$4.40	\$.53	0
	Dinner	\$4.40	\$4.40	\$.53	0
	Special meals	\$5.40	\$5.40	\$.65	0

Commissions: 15% for off-campus special groups
13% for catered events
12% for casual meals in cafeteria
12% for special meal plan for non-boarders
12% for declining/inclining balance

The following resolution was adopted unanimously upon motion by Mr. Womack with a second by Mrs. Goode as an amendment to Board Policy No. 633, "Food Service Contract":

"BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO SIGN A ONE-YEAR CONTRACT WITH ARAMARK, INC., WITH RATES AS SHOWN IN THE CHART ABOVE, THEREBY AMENDING BOARD POLICY NO. 633, 'FOOD SERVICE CONTRACT';

BE IT FURTHER RESOLVED: THE ADMINISTRATION IS AUTHORIZED TO SIGN A ONE-YEAR CONTRACT WITH ARAMARK, INC., FOR THE OPERATION OF THE FOOD COURT IN THE STUDENT CENTER AND SNACK BAR IN BBA, PROVIDING THAT ARAMARK, INC., WILL PAY THE UNIVERSITY 7% OF SALES IN THE PIZZA HUT, 10% OF SALES IN CHICK-FIL-A, 13% OF SALES IN THE JAVA JOINT AND 13% OF SALES FOR ALL OTHER CASH OPERATIONS FOR THE PERIOD OF JUNE 1, 1998, THROUGH MAY 31, 1999, AND SIGN A SIMILAR CONTRACT WITH ARAMARK, INC., FOR THE OPERATION OF THE ATHLETIC CONCESSIONS AT ESTES STADIUM, THE FARRIS CENTER, AND FARRIS FIELD FOR THE PERIOD BEGINNING JUNE 1, 1998, THROUGH MAY 31, 1999, PROVIDING ARAMARK, INC., WILL PAY THE UNIVERSITY 15% OF GROSS SALES DURING THE PERIOD OF THE CONTRACT."

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 633

Subject: Food Service Contract

Page 1 of 2

Date Adopted: 3/94

Revised: Passim

The following rates under the food service contract with ARAMARK, Inc., are approved for the ~~1997-98~~ 1998-99 contract year. UCA will receive the commission listed below on the sales

<u>TERM</u>	<u>MEAL PLAN</u>	<u>1996-1997</u>	<u>1997-1998</u>	<u>INCREASE</u>
		<u>RATES</u>	<u>RATES</u>	
		<u>PER DAY</u>	<u>PER DAY</u>	

1997 Summer	All 19 meals	\$6.67	\$6.74	1.0%
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	Any 15 meals	\$5.78	\$5.84	1.0%
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Regular Term	All 19 meals	\$4.23	\$4.46	5.4%
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	Any 15 meals	\$3.95	\$4.17	5.6%
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	Any 10 meals	\$3.79	\$4.01	5.8%
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	Any 7 meals	\$3.18	\$3.27	2.8%
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<u>TERM</u>	<u>MEAL PLAN</u>	<u>1996-1997</u>	<u>1997-1998</u>	<u>INCREASE</u>
		<u>RATES</u>	<u>RATES</u>	
		<u>PER DAY</u>	<u>PER DAY</u>	

Off campus	Breakfast	\$3.00	\$3.03	1.0%
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Special	Brunch	\$3.65	\$3.69	1.1%
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Groups	Lunch	\$3.65	\$3.69	1.1%
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	Dinner	\$3.65	\$3.69	1.1%
Casual	Breakfast	\$3.50	\$3.75	7.1%
Meals	Brunch	\$4.10	\$4.20	2.4%
	Lunch	\$4.30	\$4.40	2.3%
	Dinner	\$4.30	\$4.40	2.3%
	Special meals	\$5.25	\$5.40	2.9%

Commissions: 15% for off campus special groups
 13% for catered events
 12% for casual meals in cafeteria
 12% for special meal plan for non-boarders
 10% for declining balance

The administration is authorized to sign a one-year contract with ARAMARK, Inc., for the operation of the food court in the student center and snack bar in BBA, providing that ARAMARK, Inc., will pay the university 7% of sales in the Pizza Hut, 10% of sales in Chick-Fil-A, 13% of sales in the Java Joint, and 13% of sales for all other cash operations for the period of June 1, 1997, through May 31, 1998, and sign a similar contract with ARAMARK, Inc., for the operation of the athletic concessions at Estes Stadium, the Farris Center, and Farris field for the period beginning June 1, 1997, through May 31, 1998, providing ARAMARK, Inc., will pay the university 15% of gross sales during the period of this contract.

<u>TERM</u>	<u>MEAL PLAN</u>	<u>1997-1998 RATES PER DAY</u>	<u>1998-1999 RATES PER DAY</u>	<u>INCREASE</u>
1999 Summer	All 19 meals	\$6.74	\$6.74	0
	Any 15 meals	\$5.84	\$5.84	0

Standard Meal Plans:

Regular Term	All 19 meals	\$4.46	\$4.46	0
	Any 15 meals	\$4.17	\$4.17	0
	Any 10 meals	\$4.01	\$4.01	0
	Any 7 meals + \$125.00	\$4.23	\$4.23	0

Optional Meal Plans:

Regular Term	Unlimited meals	N/A	\$4.73	N/A
	19 meals + \$50.00	N/A	\$4.84	N/A
	15 meals + \$50.00	N/A	\$4.55	N/A
	10 meals + \$75.00	N/A	\$4.57	N/A

<u>TERM</u>	<u>MEAL PLAN</u>	<u>1997-1998</u> <u>RATES</u> <u>PER DAY</u>	<u>1998-1999</u> <u>RATES</u> <u>PER DAY</u>	<u>AMOUNT</u> <u>TO UCA</u>	<u>INCREASE</u>
Off-campus	Breakfast	\$3.03	\$3.03	\$.45	0
Special	Brunch	\$3.69	\$3.69	\$.55	0
Groups	Lunch	\$3.69	\$3.69	\$.55	0
	Dinner	\$3.69	\$3.69	\$.55	0
	Other	N/A	\$4.25	\$.64	N/A
Casual Meals	Breakfast	\$3.75	\$3.75	\$.45	0
	Brunch	\$4.20	\$4.20	\$.50	0
	Lunch	\$4.40	\$4.40	\$.53	0
	Dinner	\$4.40	\$4.40	\$.53	0
	Special meals	\$5.40	\$5.40	\$.65	0

Commissions: 15% for off-campus special groups
 13% for catered events
 12% for casual meals in cafeteria
 12% for special meal plan for non-boarders
 12% for declining/inclining balance

The administration is authorized to sign a one-year contract with ARAMARK, Inc., for the operation of the food court in the student center and snack bar in BBA, providing that ARAMARK, Inc., will pay the university 7% of sales in the Pizza Hut, 10% of sales in Chick-Fil-A, 13% of sales in the Java Joint and 13% of sales for all other cash operations for the period of June 1, 1998, through May 31, 1999, and sign a similar contract with ARAMARK, Inc., for the operation of the athletic concessions at Estes Stadium, the Farris Center, and Farris field for the period beginning June 1, 1998, through May 31, 1999, providing ARAMARK, Inc., will pay the university 15% of gross sales during the period of the contract.

Residence Hall Lease - Currently, all students living on campus are required to sign a lease agreeing to live in university housing for the entire academic year. The only penalty for breaking this lease is forfeiture of the \$100.00 housing deposit. To provide a more stable housing occupancy and assist with meeting the increased demand for on-campus housing, the administration is proposing an increase of \$300.00 in the penalty for breaking the housing lease.

Some upperclass students use on-campus housing as a “guarantee” until an apartment or other off-campus housing options become available. At the same time, because of a lack of space, the university must deny housing to a large number of freshmen that would live on campus for the entire academic year if space was available for them. For the 1997 Fall semester, the university created 216 “temporary” spaces to accommodate freshmen wanting to live on campus and at least another 120 freshmen on a waiting list were denied housing. It appears this problem will be even more severe for the 1998-99 academic year.

During the 1997 Fall semester, 79 students moved into off-campus housing before the end of the semester. An additional 68 students moved off campus after the semester was over and did not return to university housing for the Spring semester. The loss of these students has already cost the Housing budget approximately \$100,000 this year. If a policy change can be made that would encourage housing applications from only those students who desire housing for the entire academic year, a more stable housing occupancy would be achieved and a significant impact made on the housing budget and reduce the amount of future rent increases.

The proposed \$300.00 penalty, combined with the \$100.00 deposit, are equal to approximately one installment of room and board. This amount should be sufficient to discourage students from breaking their lease. The housing lease would be enforced as long as the student remains in school. Exceptions would be made for those students required to live elsewhere because of their academic program (i.e., student teaching, co-op, etc.). For other extenuating circumstances, the student would have the option of submitting an appeal to the Housing Exemption Committee.

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

“BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO ADD A \$300.00 CANCELLATION PENALTY TO THE EXISTING HOUSING LEASE.”

Allen Property - At the October 31, 1997, Board of Trustees meeting, the Board authorized the administration to negotiate in good faith for the purchase of the Charles David Allen property located at 2240 Dave Ward Drive (State Highway 286). The discussions with the Allen's have been very positive and they have agreed to sell their property to the university, subject to Board of Trustees and State of Arkansas approval. The women's soccer program will use the house.

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

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES HEREBY AUTHORIZES THE ADMINISTRATION TO PURCHASE THE PROPERTY AT 2240 DAVE WARD DRIVE OWNED BY MR. AND MRS. CHARLES DAVID ALLEN.

THE PROPERTY IS DESCRIBED AS FOLLOWS:

LOT 3, BLOCK 1, UNIVERSITY PARK SUBDIVISION TO THE CITY OF CONWAY, ARKANSAS.”

Resolution for Joe White - Mr. Aydelott introduced the following resolution with a motion that it be adopted. With a second from Mrs. Goode, the resolution was adopted unanimously.

WHEREAS, Mr. Joe White served, by appointment of the Governor of the State of Arkansas, two seven-year terms on the Board of Trustees of the University of Central Arkansas; and

WHEREAS, Mr. White has faithfully served the interests of the University of Central Arkansas and the State of Arkansas as a member of the Board; and

WHEREAS, Mr. White has a long association with the University, growing up in the neighborhood, completing his studies and graduating from UCA and providing excellent service as Director of the Student Center; and

WHEREAS, utilizing his outstanding personal skills and leadership abilities, Mr. White has been a continual source of invaluable advice, counsel and assistance to the Board and the University during his tenure;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees of the University of Central Arkansas gratefully acknowledges the dedicated service of Mr. White, and expresses its wholehearted appreciation, gratitude and best wishes for a full, satisfying and prosperous life in the years to come; and be it further

RESOLVED, that a copy of this resolution be made a part of the minutes of the University of Central Arkansas Board of Trustees meeting.

EXECUTIVE SESSION

Executive session was declared by Chairman Chakales.

OPEN SESSION

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

“BE IT RESOLVED: THAT THE UCA BOARD OF TRUSTEES APPROVES THE FOLLOWING ADJUSTMENTS, APPOINTMENTS, SUMMER STIPENDS, RESIGNATIONS, RETIREMENTS AND SABBATICALS, PROVIDED, HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE.”

ADJUSTMENTS:

1. Barbara Goswick, Assistant Vice President for Financial Services, effective January 16, 1998, change salary from \$57,000.00 to \$62,000.00.
2. Carol Knipscheer, change from Instructor/Coordinator of Intensive English, to Instructor/Interim Director of International Programs, effective January 1, 1998, change salary from \$37,326.00 to \$39,326.00.
3. Kathy McDaniel, Instructor, Speech-Language Pathology, effective December 22, 1997, change salary from \$31,439.00 to \$34,689.00.

4. John Mosbo, change from Academic Dean/Professor, Natural Science and Mathematics, to Interim Provost/Professor, Office of the Provost/Chemistry, effective February 15, 1998, change salary from \$86,521.00 to \$93,000.00.
5. John W. Smith, Vice President for Administrative Services, effective February 15, 1998, change salary from \$84,347.00 to \$89,347.00, due to administrative reorganization.
6. Margaret Wallace, change from Budget Specialist to Budget Officer, Financial Services, effective January 16, 1998, change salary from \$30,869.00 to \$32,369.00.

APPOINTMENTS:

1. Therold E. Bailey, Visiting Instructor, Marketing and Management, Non-tenure Track, effective Spring Semester @ a salary of \$20,000.00.
2. Theola W. Baker, Instructor, Intensive English, Non-tenure Track, effective Spring Semester, @ a salary of \$10,000.00.
3. Morris Coston, Instructor, Central Arkansas Business Education Partnership, Non-tenure Track, effective January 12, 1998 through June 30, 1998 @ a salary of \$20,000.00.
4. David J. Duncan, Assistant Librarian, Administrative Services, Non-faculty Appointment, effective January 19, 1998 through June 30, 1998 @ a salary of \$14,250.00.
5. Christine Franklin, Lecturer, Music, Non-tenure Track, effective Spring Semester, @ a salary of \$12,500.00.
6. Charles L. Quinn, Lecturer, Music, Non-tenure Track, effective Spring Semester @ a salary of \$12,500.00.
7. Ira Saltz, Assistant Dean/Associate Professor, College of Business, Tenure Track, effective January 5, 1998 through June 30, 1998 @ a salary of \$35,500.00.
8. Sloan Swindle, Assistant Professor, Economics and Finance, effective Spring Semester @ a salary of \$6,000.00.

SUMMER STIPENDS:

1. Patricia Draves, Chemistry, Summer I, \$2,204.46.
2. Deborah Kreiss, Biology, Summer I, \$2,160.00.
3. Joel Pouwels, Foreign Languages, \$2,458.08.
4. Gregory Urwin, History, Summer I, \$2,801.10.
5. Xiaoshen Wang, Mathematics, Summer I, \$2,443.86.
6. Terry Wright, University Writing Program, Summer I, \$2,223.78.
7. Robert Bergen, Chemistry, Summer II, \$2,253.24.
8. C. Wayne Brown, Computer Science, Summer II, \$3,149.10.
9. Steven Runge, Biology, Summer II, \$2,295.00.
10. Kathryn Young, Speech/Theatre, Summer II, \$1,100.00.
11. Lynda Fielstein, Psychology, Summer II, \$2,498.16.

RESIGNATIONS:

1. Scott Burket, Kinesiology & Physical Education, December 31, 1997

RETIREMENTS:

1. Frank M. Hudson, Mathematics June 1, 1998
2. Harold D. Love, Special Education May 31, 1998
3. Rose Steelman, Childhood & Spec. Education August, 1998
4. Joe Walthall, Childhood & Spec. Education May 17, 1998

SABBATICALS:

- | | | |
|----|---|------------|
| 1. | Patricia Phelps, Admin. & Secondary Education | Fall, 1998 |
| 2. | Gregory Urwin, History | Fall, 1998 |
| 3. | Xiaoshen Wang, Math | Fall, 1998 |

ADDENDUM**ADJUSTMENTS:**

1. Stephen R. Addison, change from Assistant Dean to Interim Dean/Associate Professor, Natural Sciences and Mathematics, effective February 16, 1998, change salary from \$59,287.00 to \$70,000.00.
2. Barbara A. Goswick, Assistant Vice President for Financial Services, effective February 15, 1998 change salary from \$62,000.00 to \$67,000.00 due to reorganization.
3. Charles Seifert, change from Interim Chair to Interim Assistant Dean/Interim Chair, Natural Sciences and Mathematics, effective February 16, 1998.
4. John W. Smith, change from Vice President for Administrative Services to Vice President for Administrative Services/Assistant Professor, Administrative Services/College of Education, effective February 15, 1998.
5. Carol S. Swindle, change from full-time to part-time, Economics and Finance, effective Spring Semester.

APPOINTMENTS:

1. William H. Friedman, Associate Professor, Marketing and Management, Tenure Track Appointment, effective August 19, 1998 through May 15, 1999 @ a salary of \$68,000.00.

2. Lorri Hambuchen, Director of Development/Director of Major Gifts, Institutional Advancement, Non-faculty Appointment , effective March 2, 1998 to June 30, 1998 @ a salary of \$17,334.00.

RESIGNATIONS:

1. J. William Berry, Provost February 27, 1998
2. Glenn Shell, Mathematics May 16, 1998

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

Dr. Harold H. Chakales, Chairman

Mr. Rickey H. Hicks, Secretary