

The Board of Trustees of the University of Central Arkansas convened in a regularly scheduled meeting at 10:00 a.m., Friday, August 16, 2013, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present

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

MINUTES

Minutes of the May 3, 2013, Board meeting and minutes of the June 24, 2013, teleconference Board meeting were unanimously approved as submitted upon a motion by Bunny Adcock and second by Shelia Vaught.

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

Mr. Adam Price, President of the Student Government Association, Dr. Charles Watson, President of the Faculty Senate, and Ms. Lindsey Osborne, President of the Staff Senate, made statements to the Board. Ms. Osborne's and Dr. Watson's statements are attached to these minutes.

REPORTS

Mr. Brad Lacy, Chair of the Audit Committee, reported on the committee's August 15 meeting. The following audits were reviewed: Travel Office and Scholarship II. Mr. Lacy also reported on the surprise cash count in the Athletics Department.

Ms. Diane Newton, Vice President for Finance and Administration, presented a year-end financial update and planned transfers. Handouts from the presentation are attached to these minutes.

Dr. Steve Runge, Provost, presented the Enrollment Management Plan. A copy of the plan is attached to these minutes.

Mr. Don Bingham, President of the President's Residence Committee, asked the Board to approve the committee's exploration of establishing a president's residence support group. Mr. Bingham also asked that (1) a hedge on the east side of the president's house be removed and an eight-foot wooden tri-corn black-stained fence be installed; (2) the concrete edging around the flower beds be repaired and a sealer applied; and (3) brown or black mulch be refreshed in all beds.

Mrs. Hinkle asked Mr. Larry Lawrence, Director of the Physical Plant, to get cost estimates on using gravel instead of mulch for the flower beds. Mr. Lawrence will get estimates and report to the Board at the October Board meeting.

Upon motion by Ms. Elizabeth Farris and second by Shelia Vaught, the requests to explore a president's residence support group; remove the hedge and install a fence; and repair and seal the concrete edging around the flower beds were unanimously approved.

President Courtway told the Board that the property at 120 Elizabeth has been vacant for close to three years. He asked the Board to consider keeping the house - as a residence or converting it to offices.

President Courtway also gave an update on Greek Village. A copy of the power point presentation is attached to these minutes.

ACTION AGENDA

“Board of Trustees – University Improvement Fund”- Board Policy No. 607

The University Improvement Fund was originally established in 1995 as the “Board of Trustees Endowment Fund.” The fund is used for specific purposes, which are set forth in the policy, and is capped at \$200,000. If the balance of the fund is less than \$200,000 on the last day of the fiscal year, the fund is replenished from auxiliary revenues.

Recently, the Board of Trustees has approved withdrawals from the fund for certain projects on campus; in some cases, the projects were under budget, and allocated funds were not spent. Therefore, in order to clarify the policy, the administration proposes that the following sentence be added to the policy: “Any funds withdrawn from the University Improvement Fund, which are not spent during a fiscal year, shall be returned to the fund no later than June 30th of each year.”

The following resolution was unanimously adopted upon motion by Shelia Vaught and second by Brad Lacy:

“BE IT RESOLVED: That the Board of Trustees hereby approves the following revisions to ‘Board of Trustees - University Improvement Fund’ - Board Policy No. 607.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 607

Subject: Board of Trustees - University Improvement Fund

Date Adopted: 08/95 Revised: 01/12, 08/13

Establishment of the Fund: There is hereby established on the books of the University of Central Arkansas a fund to be known as the “Board of Trustees - University Improvement Fund.”

Purpose of the Fund: The purpose of the fund is to provide support for university projects and educational programs as the Board of Trustees, from time-to-time, may direct consistent with the mission of the University of Central Arkansas and all provisions of Arkansas law.

Amount of the Fund/Use of Auxiliary Revenues: From and after July 1, 2012, it shall consist of not more than Two Hundred Thousand Dollars (\$200,000). This amount shall be budgeted for each fiscal year, and to the extent that on the last day of a fiscal year, the balance is less than \$200,000, the administration is directed to use revenues from auxiliary operations of the University to ensure that the fund balance for the next fiscal year is \$200,000. At no time shall the balance of the Fund be more than \$200,000.

Withdrawals from the Fund: It is the express intent of the Board of Trustees that monies in this fund shall only be used for (a) capital projects as approved by the Board of Trustees, or (b) such other projects, undertakings or expenses which the Board of Trustees deems to be in the best interests of the University of Central Arkansas and consistent with the overall educational mission of the institution. Such withdrawals under (a) and (b) shall require the affirmative vote of a majority of the members of the Board of Trustees.

In addition to the foregoing withdrawals from the fund, each calendar year the Chair of the Board shall have the authority, without the necessity of Board approval, to direct the withdrawal of not more than Twenty-five Thousand Dollars (\$25,000). Such withdrawal may be in increments or at one time, and shall be in writing, be placed in the permanent records of the

University and shall be provided to the other members of the Board of Trustees. Any such withdrawals under this authority shall be consistent with the provisions of (a) and (b) above.

Any funds withdrawn from the University Improvement Fund, which are not spent on the project(s) approved by the Board, shall be returned to the fund no later than June 30th of each year.

Strategic Planning and Resource Council – Board Appointment

The Strategic Planning and Resource Council’s membership requires one trustee be elected by the Board to serve a one-year term on the Council.

“BE IT RESOLVED: That Victor Green is hereby appointed to serve on the Strategic Planning and Resource Council through December 2014.”

“Diversity; Diversity Advisory Committee”—Board Policy No. 525

In May 2012, the Board of Trustees adopted Board Policy No. 525, “Diversity; Diversity Advisory Committee,” which created a Diversity Advisory Committee to carry out the diversity language in the University’s Mission Statement. In May 2013, the Board of Trustees approved several administrative changes regarding diversity, effective July 1, 2013, as part of the University’s operating budget for 2013-14. The following is a summary of those changes:

- Appointment of a Chief Diversity Officer;
- Name of the “Office of Multi-Cultural Affairs” changed to the “Office of Diversity and Community”;
- Addition of a staff position in the Office of Diversity and Community;
- Addition of an Assistant General Counsel/Title IX and Affirmative Action Officer;
- Software program purchased for applicant tracking;
- Addition of a diversity ledger; and
- Advertise for job openings in additional publications to ensure a diverse pool of candidates.

Based on these changes, the administration is proposing the following revisions to Board Policy No. 525:

- “Purpose of the Diversity Advisory Committee”—language has been added to provide that the committee will review all policies, programs, and offices in an effort to **foster an environment of inclusion and diversity**;
- “Membership of the Diversity Advisory Committee/Meetings”

- language has been added to include the following as members of the committee: the University’s chief diversity officer; associate vice president for human resources; director of assessment; professional development and training coordinator; one faculty member from each college appointed by the Faculty Senate from nominees submitted by the dean of each college and one at-large faculty member selected by the Faculty Senate from the non-affiliated faculty; and Staff Senate representatives are increased from two (2) persons to four (4) persons;
- language has been added stating that the initial terms for members serving two-year terms will be staggered and drawn by lot at the first meeting of the 2013 fall semester so that at least one person from each group shall serve a one-year term and at least one person from each group will serve a two-year term;
- language has been added stating that the chief diversity officer shall be the chair of the committee; and a clarification has been made regarding notice of meetings.

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

“BE IT RESOLVED: That the Board of Trustees hereby approves the following revisions to ‘Diversity; Diversity Advisory Committee’ - Board Policy No. 525.”

UNIVERSITY OF CENTRAL ARKANSAS

BOARD POLICY

Policy

Number: 525

Subject: Diversity; Diversity Advisory Committee

Date Adopted: 05/005/12 Revised: 08/13

Preamble: The University of Central Arkansas (“University”) seeks to include and integrate individuals from various backgrounds and with varied characteristics, and promotes opportunities to work, learn, and develop within a community that embraces the diversity of individuals and ideas.

Diversity Language in UCA Mission Statement: The following language is part of the University’s Mission Statement adopted on May 6, 2011:

“We are dedicated to attracting and supporting a diverse student, faculty and staff population and enhanced multicultural learning opportunities. We value the opportunity to work, learn, and develop in a community that embraces the diversity of individuals and ideas, including race, ethnicity, religion, spiritual

beliefs, national origin, age, gender, marital status, socioeconomic background, sexual orientation, physical ability, political affiliation, and intellectual perspective.”

Creation of Diversity Advisory Committee: In order to carry out the diversity language in the Mission Statement, ~~effective July 1, 2012,~~ there is hereby established a standing committee of the University to be known as the “Diversity Advisory Committee.”

Purpose of the Diversity Advisory Committee: The purpose of the Diversity Advisory Committee is to:

- (a) review all policies, programs and offices of the University of Central Arkansas in an effort to (i) promote and maintain a diverse student, faculty and staff population; and (ii) foster an environment of inclusion and diversity;
- (b) develop and present to the Board of Trustees and the President ~~not later than January 31, 2013,~~ (i) a plan and recommendations to increase diversity, including but not limited to, staffing, budget recommendations and program changes, if any, and (ii) recommendations concerning language to be included in University publications, advertisements and other materials on the subject of diversity;
- (c) ~~on an annual basis thereafter~~ prepare and file with the Board of Trustees and the Office of the President, an annual report on diversity initiatives with such recommendations as the committee may deem necessary and advisable; and
- (d) undertake such other activities, studies or initiatives as the Committee may, from time-to-time, deem necessary or advisable, as well as conduct any other matters within the Committee’s jurisdiction as may be requested by the Board of Trustees.

Membership of the Diversity Advisory Committee/Meetings: The Diversity Advisory Committee shall be composed of ~~eleven (11)~~ the following persons who shall each serve terms as set forth below:

- One member of the University’s Board of Trustees, appointed by the Board of Trustees
- University’s chief diversity officer, Chair (ex officio)
- Associate Vice President for Human Resources (ex officio)
- Director of Assessment (ex officio)
- Professional Development and Training Coordinator (ex officio, non-voting)
- Two persons appointed by the Board of Trustees, at least one of whom shall be a person holding an administrative position at the University
- ~~Two persons designated as representatives from the Faculty Senate~~ One faculty member from each college appointed by the Faculty Senate from nominations submitted by the Dean of each college and one at large faculty member selected by the faculty senate from the non-affiliated faculty.
- ~~Two~~ Four persons designated as representatives from the Staff Senate
- Two persons designated as representatives from the Student Government Association
- One person designated as the representative from the UCA Alumni Association

- One person designated as the representative from the UCA Foundation, Inc.

Ex officio positions are permanent members of the committee.

The UCA Board member and the representatives from the UCA Alumni Association, ~~and~~ the UCA Foundation, and the Student Government Association shall serve a one-year terms on the committee.

All other members shall serve two-year terms, with the initial terms of those persons staggered and drawn by lot at the first meeting in the fall semester of 2013 so that at least one person from each group shall serve a one-year term and at least one from each group shall serve a two-year term. Thereafter, all terms shall be for two years.

Members of the committee may be reappointed.

~~The committee shall elect its own chair.~~ The chair of the committee shall be the University's chief diversity officer. The committee shall hold at least one meeting in the fall semester and one meeting in the spring semester each year. Special meetings may be called by the Chair, or upon the request of any two (2) members of the committee. At least two working days' notice of any meeting shall be provided to each member.

“Contract Review Procedures” - Board Policy No. 416

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

The administration is seeking Board approval for the following contracts:

- Agreement between the University of Central Arkansas and the American Legion Department of Arkansas Boys State Commission;
- Agreement between the University of Central Arkansas and OrgSync;
- Agreement between the University of Central Arkansas and the City of Conway, Arkansas;
- Agreement between the University of Central Arkansas and Stuck and Associates and WER, architectural and engineering firms, for the evaluation of the existing structure of Lewis Science Center; and

The following resolution was unanimously adopted upon motion by Brad Lacy and second by Shelia Vaught:

“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into contracts with the companies/individuals listed above.”

UNIVERSITY OF CENTRAL ARKANSAS

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

Contract with a term exceeding one year

SUMMARY

1. Parties: University of Central Arkansas and the American Legion Department of Arkansas Boys State Commission.
2. Purpose: UCA will provide Boys State with room, board, facilities, and services for hosting the Boys State program one week each year for the term of the agreement.
3. Term: The term of the agreement is 2014 through 2018.
4. University Funds to be paid: UCA will provide residence hall rooms, cafeteria facilities, meeting rooms, auditorium, recreational facilities, office space, and storage room; transportation to and from the State Capitol for participants and staff; use of one van and three golf carts; use of recreational facilities; and concession rights in the residence halls.
5. Funds Received: Boys State will pay UCA for the following, based upon the total number of participants and staff housed at UCA:

University of Central Arkansas						
Boys State Fee Structure						
	Summer	Summer				
	2013	2014	2015	2016	2017	2018
Room Rate per night (3% annual increase)	6.96	7.17	7.38	7.61	7.83	8.07
Meals (3% annual increase)						
Brunch	4.80	4.94	5.09	5.25	5.40	5.56
Breakfast	3.59	3.70	3.81	3.92	4.04	4.16
Dinner	4.62	4.76	4.90	5.05	5.20	5.36
Daily Meal Rate-All	11.77	12.12	12.49	12.86	13.25	13.64
Box Lunch	3.77	3.88	4.00	4.12	4.24	4.37
Assorted Breaks	262.75	270.63	278.75	287.11	295.73	304.60
Other Charges						
Micro Fridges - each	25.00	25.00	25.00	25.00	25.00	25.00

TV Rentals - each	90.00	90.00	90.00	90.00	90.00	90.00
Copier-(up to 15K copies)-actual	750.00	750.00	750.00	750.00	750.00	750.00
Lost Keys - each	40.00	40.00	40.00	40.00	40.00	40.00
Lost Access card - each		10.00	10.00	10.00	10.00	10.00
Trash per bag left in halls-each	20.00	20.00	20.00	20.00	20.00	20.00
American Legion Night	No chrg	No Charge				
Staff Rooms	No chrg	No Charge				
Staff Meals are charged on the above rates						

If the cost that UCA must pay for meals and rooms exceeds two times the past average inflation rate of 3%, UCA reserves the option to open negotiations with Boys State on a contract rate adjustment for the remaining years of the contract

6. Public Bid/Purchasing Approval: N/A
7. Special Provisions/Terms/Conditions: N/A
8. Approval/Notification to UCA Foundation: N/A

Form prepared by: Katie Henry, Interim General Counsel
2013

Date: July 25,

UNIVERSITY OF CENTRAL ARKANSAS

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

Contract with a term exceeding one (1) year

SUMMARY

1. Parties: University of Central Arkansas and OrgSync, Inc.
2. Purpose: This contract is an extension of UCA’s online campus engagement system. OrgSync facilitates engagement by connecting students to organizations, departments, and programs. This platform creates an online community for UCA and helps units across

campus to improve communication, information sharing, event planning, collaboration, and reporting with an online tool that students, faculty and staff may use. All recognized student organizations processes are facilitated on OrgSync.

3. Term/Termination: September 1, 2013 through June 30, 2016.
4. University Funds to be paid: The total amount of the contract (September 1, 2013 through June 30, 2016) is \$44,926.25 (to be paid with funds from the Division of Student Services, Student Government Association, and Housing and Residence Life).
5. Funds Received: N/A
6. Public Bid/Purchasing Approval: This contract was bid in 2012 and OrgSync was the only vendor that met the requirements and submitted a bid.
7. Special Provisions/Terms/Conditions: N/A
8. Approval/Notification to UCA Foundation: N/A

Form prepared by: Katie Henry, Interim General Counsel

Date: July 25, 2013

UNIVERSITY OF CENTRAL ARKANSAS

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

Contract with a term exceeding one (1) year

SUMMARY

1. Parties: University of Central Arkansas and City of Conway, Arkansas.
2. Purpose: Renewal of an advertising agreement for the University to advertise on a scoreboard at the City of Colleges Park in Conway, Arkansas (this is the girls' softball complex on Siebenmorgan Road in east Conway).
3. Term: March 1, 2013 through February 28, 2016.
4. University Funds to be paid: \$5,000 total for the three years (payable by lump sum).
5. Funds Received: N/A

6. Public Bid/Purchasing Approval: N/A
7. Special Provisions/Terms/Conditions: N/A
8. Approval/Notification to UCA Foundation: N/A

Form prepared by: Katie Henry, Interim General Counsel

Date: July 25, 2013

UNIVERSITY OF CENTRAL ARKANSAS

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

Contract involving more than \$250,000

SUMMARY

1. Parties: Agreement between the University of Central Arkansas and Stuck Associates & WER Architects, an architect and engineering firm.
2. Purpose: The purpose of this contract is to undertake a comprehensive review and analysis of Lewis Science Center to determine its condition and to establish whether the space can be designed and renovated to accommodate the natural sciences programs.
3. Term: N/A
4. University Funds to be paid: \$189,700
5. Funds Received: N/A
6. Public Bid/Purchasing Approval: A Request for Qualifications was issued on May 6, 2013, with a response deadline of June 6, 2013. Four firms submitted a response and interviews were held on July 25, 2013. A committee selected Stuck Associates and WER Architects.
7. Special Provisions/Terms/Conditions: If the Board approves the contract, it must still be approved by Arkansas Legislative Review, Arkansas Department of Higher Education and the Department of Finance and Administration.
8. Approval/Notification to UCA Foundation: N/A

Form prepared by: Katie Henry, Interim General Counsel

Date: July 25, 2013

Board Policy Series 400 – Revisions

Pursuant to Ark. Code Ann. §6-67-102, the Board of Trustees is charged with the management and control of the University, and has full power and authority to “...make, constitute, and establish such bylaws, rules and orders not inconsistent with law as to them seem necessary for the regulation, government and control of themselves as trustees and all officers, teachers and other persons...”

The Board of Trustees has adopted a series of policies governing certain matters and these policies are set forth in the following eight series:

- Series 100 – Institutional Mission
- Series 200 – Board of Trustees
- Series 300 – Provost
- Series 400 – Administrative Services
- Series 500 – Personnel
- Series 600 – Financial Services
- Series 700 – Student Services
- Series 800 – Athletics

Beginning in 2010, a working group (Tom Courtway, Jack Gillean, Dr. Jonathan Glenn, and Katie Henry) was appointed to undertake a review of all Board policies. The working group reviewed the existing policies, met with members of various departments and divisions on campus, and has made recommendations to the president.

As part of this process, a new template was developed so that at the bottom of each page, the reader will see the Board policy number, the subject matter of the policy, and how many pages the policy includes.

The Board approved the revisions to Series 100 and 200 at its August 2011 meeting, Series 700 and 800 at its February 2012 meeting, Series 300 and 500 at its December 2012 meeting, and Series 600 at its February 2013 meeting.

Changes and revisions in Series 400 were presented for the Board’s consideration.

As with other material presented to the Board of Trustees, language to be deleted is stricken through, and language to be added is highlighted.

Series 400 – Administrative Services

Series 400 sets forth policies pertaining to Administrative Services. The proposed changes are as follows:

Policy No. 400, *Space Utilization*, has been revised to make minor wording modifications; change “Academic Outreach” to “Outreach and Community engagement; and to change the title of “ President’s Executive Council” to “President’s Executive Staff.”

Policy No. 401, *Memorials & Plaques*, has been revised to make minor wording modifications; change “Student Senate” to “Student Government Association, “Council of Vice Presidents” to “President’s Executive Staff”; an official list of memorials, plaques and naming of facilities will be kept in the Office of the Vice President for Finance and Administration.

Policy No. 402, *Naming University Facilities*, has been revised to make minor wording modifications and to change the title of “Council of Vice Presidents” to “President’s Executive Staff.” A section has been added to provide for an official list of memorials; plaques; and naming of facilities be maintained by the Office of the Vice President for Finance and Administration.

Policy No. 403, *Distinguished Alumni Awards*, has been revised to make a minor wording modification.

Policy No. 404, *Use of Driftwood Property*, has been deleted because UCA no longer owns the property.

Policy No. 405, *Alcohol on University Premises*, has been revised to officially include Buffalo Alumni Hall as a location where alcohol may be served and to make minor wording modifications.

Policy No. 406, *Free Speech Policy*, has been revised to make minor wording modifications.

Policy No. 407, *Capital Projects*, has been revised to change the title of “Capital Project Proposal Form” to “Capital Improvement and Construction Project Request Form”; to state that Board of Trustees’ review and approval is required on all capital projects with a total project cost of \$250,000 (current policy requires approval on all projects exceeding \$150,000), which is consistent with Board Policy No. 416, Contract Review

Procedures; to add that contracts exceeding the approved project cost by more than 10% shall require additional Board consideration; and to make minor wording modifications.

Policy No. 408, *Extramural Funding Incentive Program*, has been revised to make minor wording modifications and to change “vice president for administration” to “vice president for finance and administration.”

Policy No. 409, *Copyright Ownership - Electronic Distance Learning*, has been revised to change the title of “Academic Outreach & Extended Programs (AOEP)” to “Outreach and Community Engagement”; to delete AOEP and the Distance Education/Extended Learning Advisory Committee with regard to administration of the policy and replace with Office of the Provost and a committee established by the Faculty Senate, which is consistent with current practice; to replace “dean of AOEP” with “Office of the Provost”; to replace “Distance Education Office” with “Department of Information Technology”; to adjust the share of revenue since AOEP is no longer involved in the process; and to make minor wording modifications.

Policy No. 410, *Intellectual Property and Technology Transfer*, has been revised to make minor wording modifications; and to include “films” in the excepted property.

Policy No. 411, *Design, Content and Maintenance of University Website Pages*, has been revised to change the title of the policy to “Website Usage”; to delete the current language of the policy and replace with revised language, which sets forth general guidelines for website usage; information regarding copyright and style, university websites, links to non-UCA websites; and violations of the policy.

Policy No. 412, *Computer Use Policy*, has been revised to delete the word “policy” from the title; to delete “promoting political or religious positions or activities unless sponsored by an official university organization with appropriate university approval” from the list of inappropriate uses of computer resources (consistent with federal law); to add that in certain situations, access to electronic data must be granted by at least two of the following individuals—Director of Internal Audit, Chief of Police, Associate Vice President of Human Resources and Risk Management, or General Counsel; and to make minor wording modifications.

Policy No. 413, *University Equipment*, has been revised to reorganize portions of the policy; and to make minor wording modifications.

Policy No. 414, *Pets/Animals on University Property*, has no proposed revisions.

Policy No. 415, *Environmental Health and Safety*, has been revised to add the director of Health and Environmental Safety to the committee; changing the chair of the committee from the director of Physical Plant to the director of Environment Health and Safety; and to make minor wording modifications

Policy No. 416, *Contract Review Procedures*, has been revised to make minor wording modifications.

Policy No. 417 – reserved

Policy No. 418, *Protection of Minors on Campus*, has been revised to make minor wording modifications.

Policy No. 419, *Sex Offender Notification*, has been revised to change “vice president for administration” to “vice president for finance and administration,” as well as other minor wording modifications.

Policy No. 420, *Use of Force and Firearms*, has been revised to change the title of the policy to “University Police”; to delete the current language of the policy and replace with revised language, which sets forth that subject to the direction of the President, the chief of police is charged with the management and control of the UCAPD; the chief of police shall develop, maintain and update a manual of policies that is consistent with federal and state laws, university policies, and guides the day-to-day legal and ethical functioning of the police department; and the chief of police shall establish appropriate protocols and systems to ensure adequate training for all officers; routine inspections and reviews are conducted; operating policies and practices are consistent with federal and state laws; and reflect and incorporate national best practices for law enforcement agency policies and standards.

Policy No. 421, *Traffic and Parking Regulations*, has been revised to make minor wording modifications.

Policy No. 422, *Payroll Deduction—Traffic and Parking Charges*, has no proposed changes.

Policy No. 423, *Skating and Skateboarding*, has been revised to change the title of the policy to “Use of Skateboards and any Other Wheeled Devices”; to change the title of “Department of Public Safety” to “University Police Department”; and to make minor wording modifications.

Policy No. 424, *Concert Policy*, has been revised to state that no recognized student organization may sponsor or promote a concert or other performance on the UCA

campus that exceeds \$7,500 including, but not limited to, cost of performer, agency fees, production costs, security, catering, marketing, and technical support costs (this amount was previously \$15,000); and to make minor wording modifications.

Policy No. 425, *Record Retention*, has been revised to change “first week of March” to “month of March”; and to make minor wording modifications.

Policy Nos. 426-499 – reserved

The following resolution was unanimously adopted upon motion by Bobby Reynolds and second by Bunny Adcock:

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Series 400 of the Policies of the Board of Trustees of the University of Central Arkansas as attached to this resolution, and the changes set forth in revised Series 400 shall be effective from and after this date.”

ADMINISTRATIVE SERVICES - 400.00

- 400 Space Utilization
- 401 Memorials & Plaques
- 402 Naming University Facilities
- 403 Distinguished Alumni Awards
- 404 (Reserved)
- 405 Alcohol on University Premises
- 406 Free Speech Policy
- 407 Capital Projects
- 408 Grant Incentive Funding Program
- 409 Copyright Ownership - Electronic Distance Learning
- 410 Intellectual Property and Technology
- 411 Web Site Usage
- 412 Computer Use

- 413 University Equipment
- 414 Pets/Animals on University Property
- 415 Environmental Health and Safety
- 416 Contract Review Procedures
- 417 (Reserved)
- 418 Protection of Minors on Campus
- 419 Sex Offender Notification
- 420 University Police
- 421 Traffic and Parking Regulations
- 422 Payroll Deduction - Traffic and Parking Charges
- 423 Use of Skateboards and any Other Wheeled Devices
- 424 Concert Policy
- 425 Record Retention
- 426-499 (Reserved)

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 400

Subject: University Facilities—Scheduling, Use and Rental

Date Adopted: 8/78 Revised: 08/79, 04/82, 12/88, 04/89, 08/94, 04/95, 04/96, 05/00, 05/01, 10/02, 05/05, 09/07, 08/10, 08/13

NOTE: This policy addresses the scheduling, use and rental of university facilities. Ticketing services and fees are addressed in Board Policy No. 646.

1. **PURPOSE:**

The University of Central Arkansas (“University”) is a state-supported institution of higher education. All university facilities are designed primarily to accomplish its educational objectives. This document provides policies and procedures for the **scheduling**, use **and rental** of university facilities.

2. **ROLES AND FUNCTIONS:**

a. **University Calendar:** The University maintains a calendar of all events occurring on campus. **Each person or office responsible for a building/facility shall ensure that all activities scheduled in such building/facility are placed on the University Calendar.**

b. **Scheduling and Events Office:**

i. The Scheduling and Events Office is a part of **Outreach and Community Engagement** ~~the Division of Academic Outreach and Extended Programs (“AOEP”)~~. This office serves as the office through which requests to schedule certain university space and facilities are submitted, and rental and special fees collected. The Scheduling and Events Office is responsible for all scheduling involving (a) the Brewer-Hegeman Conference Center and (b) any other university facility ~~which that~~, under the terms of this policy, is not ~~under~~ the responsibility of another administrative or academic unit of the University. (Note: The HPER Center and all intramural fields are scheduled through ~~this office~~ **the Scheduling and Events Office.**)

ii. The Scheduling and Events Office also (a) coordinates with all university offices and building administrators to insure efficiency and effectiveness in scheduling, and (b) assists facility administrators, upon request, to make arrangements for food service, security and other items for large groups/camps and other events in university buildings/facilities.

c. **Facilities Not Scheduled by the Scheduling and Special Events Office:**

The appropriate building administrator is responsible for scheduling a facility on the following list unless otherwise indicated:

- i. Buffalo Alumni Hall
- ii. President’s Private Dining Room – Office of the President
- iii. Student Center – Director of Student Center
- iv. Ida Waldran Auditorium – Director of Student Center
- v. HPER Dance Studios – Vice President for Student Services
- vi. Athletic fields and facilities – Director of Athletics
- vii. Snow Fine Arts Center – music or theatre office as relevant
- viii. Reynolds Performance Hall – Director of Reynolds Performance Hall

- ix. Farris Center – Chair, Department of Kinesiology and Physical Education
- x. All other academic buildings and facilities

In addition, from time-to-time the president's home is used for official university functions. Since the president's home is a private residence, ~~for information on the President's Home~~, please contact the Office of the President for more information on reserving the president's home.

d. Facility Administrators:

- i. Each facility shall have a person designated as the "administrator." Such person shall be responsible for carrying out the terms of this policy and ensuring that any events scheduled are placed on the University Calendar. The administrator shall also report to the University Calendar Office all renovations ~~which~~ **that** alter the physical layout of the facility.
- ii. The facility administrator shall determine, as soon as practical after making arrangements to schedule a university facility, whether or not to utilize any of the services of the Scheduling and ~~Special~~ Events Office. If the facility administrator determines to utilize the services of such office, he/she shall contact the staff of such office sufficiently in advance of the scheduled event to allow for appropriate planning (food, security, etc.). For large groups/camps, the facility administrator should contact the Scheduling and ~~Special~~ Events Office as soon as possible to make all necessary arrangements for the event.
- iii. The administrator should also identify restricted spaces and provide the rationale for restricting the space. This rationale is presented to the appropriate vice president for submission and consideration by the president's executive staff.

e. Facility Administrators to Promulgate Rules: In addition to the matters set forth in this policy, each facility administrator shall prepare such additional requirements for scheduling and use of each university facility as may be necessary. These requirements shall be consistent with this policy and shall be submitted to the President of the University for approval prior to August 1st of each year. Once approved by the president, these requirements shall be placed on the University's website.

f. President's Executive Staff:

- i. The president's executive staff consists of those vice presidents and other staff persons designated by the President of the University to meet on matters related to the University.
- ii. **Any request or question arising under this policy ~~which~~ **that** is not resolved by the appropriate facility administrator, ~~and then his/her~~ dean or vice president, shall be submitted to the president's executive staff for a decision.**

3. **DEFINITIONS:**

For purposes of this policy, the following definitions shall apply:

- a. **Recognized Student Organization (RSO):** a student organization formally recognized by the University's Office of Student Life. RSOs must have their latest and most up-to-date Officer Information Form on file with the Office of Student Life to reserve a facility under this policy.
- b. **Affiliated Group:** a group established by the president or established by virtue of the president's authority to a particular administrator, faculty member, staff member or the student body. These include, but are not limited to, official UCA colleges, departments, and divisions.
- c. **External Group:** a group, other than RSOs and affiliated groups, that **are is** legally separate from the University, even though some of **the its** members or participants may be university personnel, alumni, or students. An external group may be an individual.
- d. **Fronting:** UCA students, RSOs, affiliated groups, faculty, and staff may not reserve a facility under this policy on behalf of or for the use of an external group so the external group can use the facility at a reduced rate. The facility administrator may deny or rescind permission to use the facility if it is determined that the use is not primarily for the benefit of the student group, student, faculty, or staff making the reservation. The facility administrator may apply the appropriate rate for use of the facility if it is determined that fronting has occurred. The University shall not be held liable or responsible for financial or other damages incurred by an individual or organization whose permission to use the facility is denied, rescinded, or modified, (including a rate change), pursuant to this fronting policy.

4. **GENERAL POLICIES FOR ALL UNIVERSITY FACILITIES:**

- a. No event will be authorized or permitted and a reservation request may be denied when any of the following occur as determined by the appropriate university official:
 - i. The requested use would cause a disruption or interference with the normal day-to-day operations and lawful mission of the University.
 - ii. The requested use would be contrary to federal, state, or local law or regulation or the policies of the University.
 - iii. That accurate or complete information has not been provided to the facility administrator.
 - iv. The applicant or sponsor of the activity has **previously** been in violation of this policy ~~previously~~, or has violated conditions and/or assurances specified in a

previous usage agreement and the university has reasonable cause to believe such violation will reoccur.

- v. Approval for the use of the space or equipment has previously been given to another group, organization, or individual during the time(s) and at location(s) requested.
 - vi. Use of the space requested would be impossible due to set-up time and/or take-down time required for other previously-scheduled activities at the requested locations before and/or after the requested use, or due to other extenuating circumstances.
 - vii. Attendant services (audio/visual, information technology, food service, custodial or security) ~~which~~ **that** are required for the event are not available due to lack of sufficient equipment and/or personnel.
 - viii. The activity is of such nature and/or duration that it cannot reasonably be accommodated in the particular area for which the application is made. In such event, clarification of the event description will be sought and an alternative site, if available pursuant to these policies, shall be proposed.
 - ix. The activity creates or would create a danger or a dangerous condition impacting the health, safety, and welfare of others.
 - x. The activity conflicts or would conflict with existing contractual obligations of the University.
- b. A damage/breakage deposit may be required ~~where~~ **if** the facility administrator deems the deposit necessary.
- c. To avoid “fronting”, meetings and events reserved by RSOs and affiliated groups must fall under the following guidelines:
- i. The event/meeting must be conceptualized, planned, and managed by the RSO or affiliated group and must actually be an initiative of the RSO or affiliated group.
 - ii. A majority (over 50%) of those attending events/meetings scheduled by RSOs or affiliated groups must be UCA students, faculty, or staff.
 - iii. Any costs associated with the event/meeting must be paid by the RSO or affiliated group.
- d. Decorations, props and any other materials (~~which~~ **that** are brought to the building/facility by the person or group renting it) may only be used or placed in the building/facility with the consent of the facility administrator.

- e. Proper attire, which includes shirt and shoes, must be worn at all times.
- f. The University reserves the right to deny use of its facilities to any applicant when the University deems such use is not in the best interest of the University.
- g. All necessary UCA Police Department costs will be assumed by the organization or group. The facility administrator in, consultation with the UCA Police Department, will determine the security requirements for an event. It is the organization's or group's responsibility to coordinate with the UCA Police Department and arrange appropriate security. Failure to arrange for proper security in a timely manner may result in the cancellation of the event.
- h. Individuals or groups reserving space in a university facility will be responsible for the behavior of their members and guests and for any damage caused by the guest(s) or member(s) and agree to respect the rights of other groups using the facility. All university visitors must abide by the rules, regulations and policies of the University as well as all federal, state and local laws.
- i. Groups/organizations must be completely finished with the room by the time indicated on the request form.
- j. Groups requiring audio/visual equipment must note the equipment needed on the reservation form. Charges may be assessed for rental of equipment as well as labor costs for the set-up and break-down of equipment. A damage deposit may be required.
- k. External groups may not appropriate or make use of the University's name or any of the University's trade or service marks or property in violation of copyright laws in their advertising materials. Use of such material must be requested in writing. Prior written authorization must be given before any use of such material regardless of the mode of transmission.
- l. Alcohol may not be served or be on the premises unless authorized by the president pursuant to Board Policy No. 405.
- m. No animals or pets of any kind shall be permitted in any building/facility, except (a) service animals, (b) animals used by law enforcement, (c) domestic animals in the president's home (or other university houses if approved by the Director of Housing) and (d) animals used for academic research.
- n. Tobacco use is prohibited in all areas; UCA is a tobacco-free campus.
- o. Equipment and furnishings shall not be moved or removed except with the prior approval of the facility administrator.

- p. All contracts related to the presentation of an event, including contracts between user and performers, speakers, sub-contractors, managers, and others, are subject to review by the facility administrator.
- q. The University is not responsible for any articles lost in the building.
- r. Food service in any university facility must be provided ~~through~~ by the university-contracted food service provider, unless the food service provider waives such requirement in writing, or unless an exception applies under the contract with the food service provider.
- s. Any sales or solicitation on university property must comply with the University Solicitation Policy. If there is a concern regarding the appropriateness of an activity, ~~the~~ a request will be submitted to the president's executive staff for a decision.
- t. Special events that have the potential for injury are required to have liability insurance. The University should be included in the policy rider as an additional insured and be given a copy of the certificate before the event. ~~(The University will determine when required.)~~

5. SCHEDULING PRIORITIES FOR THE STUDENT CENTER AND IDA WALDRAN AUDITORIUM:

- a. Priority 1: Activities sponsored by an RSO, the Student Activities Board or the Student Government Association.
- b. Priority 2: Affiliated Groups
- c. Priority 3: External Groups

Reservations generally are taken and honored on a first-come, first-served basis. In certain circumstances, it may be necessary to alter reservations. For scheduling information contact the Director of the Student Center.

6. SCHEDULING PRIORITIES FOR THE DONALD W. REYNOLDS PERFORMANCE HALL:

- a. Priority 1: Activities sponsored by the president's office.
- b. Priority 2: Activities sponsored by arts programs in the College of Fine Arts and Communication.
- c. Priority 3: Activities sponsored by UCA Public Appearances.
- d. Priority 4: Activities sponsored in and utilizing Brewer-Hegeman Conference Center.

- e. Priority 5: Activities sponsored by RSOs.
- f. Priority 6: Activities sponsored by affiliated groups.
- g. Priority 7: Activities of external groups.

All groups requesting to use the Donald W. Reynolds Performance Hall must complete a Reservation Request form provided online at www.uca.edu/reynolds and submit it to the Director of Reynolds Performance Hall. If there are questions, the form will then be sent to the Dean of the College of Fine Arts and Communication. If not resolved, it will then be presented to the president's executive staff.

7. SCHEDULING PRIORITIES FOR THE BREWER-HEGEMAN CONFERENCE CENTER:

- a. Priority 1: Activities sponsored by the president's office.
- b. Priority 2: Academic Outreach non-credit programs.
- c. Priority 3: Activities sponsored by external groups.
- d. Priority 4: Affiliated groups and RSOs.

To provide for maximum use of the Brewer-Hegeman Conference Center, ~~Academic Outreach~~ **and Community Engagement** reserves the right to grant priority use to events that require multiple rooms and to relocate smaller events to campus locations ~~which~~ **that** have comparable space. If a group is relocated, notification will be provided to the designated group representative a minimum of 30 days before the start of the event.

All groups requesting to use the Brewer-Hegeman Conference Center ~~are~~ **should** be scheduled ~~events~~ through the ~~Division of Academic Outreach~~ **and Community Engagement**. Activities that raise questions regarding policy or appropriateness of activity will be referred to the president's executive staff for a decision. Activities included in Priorities 1, 2 and 3 may be scheduled two (2) years in advance. To provide for maximum use of the facility, ~~Academic Outreach~~ **and Community Engagement** reserves the right to grant priority use to events that require multiple rooms and to relocate smaller events to campus locations that have comparable space. If a group is relocated, notification will be provided to the designated group representative a minimum of 30 days before the start of the event. ~~Priority-four~~ Priority 4 events may be scheduled 30 days in advance.

8. SCHEDULING PRIORITIES FOR COMPRESSED INTERACTIVE VIDEO CLASSROOMS:

- a. Priority 1: Academic classes ~~which~~ **that** are part of a degree program rotation to be delivered to remote location(s).

- b. Priority 2: Academic classes ~~which~~ **that** are part of certification requirements to be delivered to remote location(s).
- c. Priority 3: Academic classes offered on request to groups at remote location(s).
- d. Priority 4: Affiliated groups and RSOs activities.

Compressed interactive video classrooms are scheduled through the Department of Information Technology according to the priorities listed above.

9. SCHEDULING PRIORITIES FOR OTHER UNIVERSITY FACILITIES:

- a. Priority 1: Academic Classes – First - those offered through the regular class schedule. Second - academic credit classes scheduled through ~~the Division of Academic Outreach~~ **and Community Engagement**. Academic classes offered through the regular schedule are assigned spaces by the departments during the prior semester. Coordination of these assignments is provided through the Office of the Provost. Classes scheduled through ~~the Division of Academic Outreach~~ **and Community Engagement** are coordinated through the academic departments and become a part of the master schedule for all credit classes.

- b. Priority 2: Affiliated groups and RSOs – Non-academic activities of affiliated groups and RSOs are scheduled through the Scheduling and ~~Special~~ Events Office.

University-related activities may be scheduled up to one (1) calendar year in advance. Should conflicts of date or facility occur with Priority 1 scheduling, and acceptable alternate arrangements cannot be made, the Priority 2 event will be canceled.

- c. Priority 3: External groups – External groups requesting to use university facilities must complete a request form provided by the Scheduling and ~~Special~~ Events Office.

10. SCHEDULING AND USE OF ATHLETIC FACILITIES

All athletic fields and facilities shall be under the direction and supervision of the Director of Athletics. He/she shall have the authority, in consultation with and upon the approval of the President of the University, to develop rules and regulations for the use of all athletic fields and facilities.

- a. Priority 1: Use by university athletic teams.
- b. Priority 2: Use by RSOs and affiliated groups, (but only with the prior written approval of the Director of Athletics, and if applicable, the Vice President for Student Services).
- c. Priority 3: External groups, (but only with the prior written approval of the Director of Athletics).

11. RENTAL INFORMATION AND RENTAL RATES

The Rent and fees for each facility and for each type of group shall be established by the university administration. By August 1st of each year, the President of the University shall approve a list of rent, fees and any other charges for the next academic year. Once this list is approved by the president, (under procedures the President he/she may establish), it shall be placed on the University's website and copies given to each facility administrator. If any person or group has questions about rent, fees or other charges, the facility administrator should be contacted.

Unless an exception or an adjustment of rent and/or fees is specifically set forth in this policy, all groups (RSOs, affiliated groups and external groups) shall be charged the rent, fees and/or other charges set forth on the approved list.

Exceptions:

- a. In the case of affiliated groups and RSOs, if no fee of any type is paid by attendees, nor is any other sort of remuneration is paid by any person coming to the event, then the rental fees set forth in this policy shall be waived.
- b. All fees, except for direct costs, shall be waived for activities sponsored by (a) the UCA Student Government Association, (b) the UCA Student Activities Board and (c) the UCA Office of Admissions if the event is for recruitment of students.
- c. No other adjustment or waiver of any rent, charge or fee under this policy shall be made except through action of the provost/vice president for academic affairs (if such person has the authority to do so) or the president's executive staff.

Fee adjustment forms are available in the Student Center's Scheduling Office and the Scheduling and Events Office in the Brewer-Hegeman Conference Center. Fee adjustment forms and must be submitted at least six (6) weeks prior to the event. Adjustments are examined on a case-by-case basis. During the regular school year (August 15 through April 30), fee adjustment requests for events in the Student Center and Ida Waldran Auditorium, during the regular school year (August 15 through April 30), fee adjustment requests are routed through the Student Center Board, which who will recommend approval or denial of the request. with an Appeals may be presented to the president's executive staff Council. The decision of the president's executive staff Council is final.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 401

Subject: Memorials & Plaques

Date Adopted: 04/804/86 Revised: 08/13

~~Requirements On Those Memorialized:~~

Any faculty, staff, student, individual, or group who ~~have~~ **has** been associated with or ~~have~~ made significant contributions to UCA **may be memorialized**.

Requests **to memorialize M** may be ~~I~~ initiated by: ~~A~~ **any faculty, staff, student,** individual, or group associated with UCA.

~~Steps To Go Through To Board:~~

Process:

1. Buildings and Grounds Committee for Memorials:

a. **Composition of Committee:**

- i. Two faculty **who are** ~~A~~ appointed by **the** Committee on Committees;
- ii. Two students - ~~Ø~~ one from **the RHA Residence Hall Association** and one from the ~~Student Senate~~ **Student Government Association;** and
- iii. Two staff **who are** ~~A~~ appointed by **the** Staff Senate - ~~Ø~~ one from **Development and Institutional Advancement** and ~~Ø~~ one from Student Services.

b. **The** chair **of the committee** is elected **by the committee members.**

c. **The** committee makes recommendations to the ~~Council of Vice Presidents~~ **president's executive staff.** **The executive staff will make a recommendation to the president, who will then make a recommendation to the Board of Trustees.**

——— ~~To President~~

——— ~~To Board of Trustees~~

2. Submission of Requests to Memorialize:

The ~~Person or Persons~~ **individual or group M** making the ~~R~~ request **M** ~~must Be Prepared To~~ submit **the following:**

- a. Size of memorial - maximum of four feet in height and base no larger than three feet by three feet;
- b. Type of memorial;

- c. Preferred location of memorial;
- d. Plans for maintenance and costs (who will be responsible?); and
- e. Construction (who will be responsible?).

The committee will decide if the memorial meets the requirements and the architectural design of buildings and landscaping and make a recommendation to the ~~Council of Vice Presidents~~ president's executive staff.

3. List of Memorials; Plaques; Naming of Facilities:

An official list shall be kept in the Office of the Vice President for Finance and Administration.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 402

Subject: Naming University Facilities

Date Adopted: 12/812/82 Revised: 09/97, 02/10, 08/13

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1. The University policy on naming of facilities in excess of \$1 million (note 1) and programs is as follows:
 - a. Facilities may be named after individuals or entities, as set forth below, to designate the function of the facility, or to commemorate historic or traditional identities. All academic facilities should also carry a functional designation if named after an individual.

New facilities, existing facilities still unnamed, or programs may be named after individuals or entities who have made significant or meritorious contributions to the University or who make significant monetary contributions to the University or to the UCA Foundation. In the case of a monetary donation, donors to the University, it is expected that a gift of 50% of the value of a facility will entitle the donor to designate the name of that facility subject to approval of the name by the Board of Trustees. In no case will the privilege of naming a facility be granted for a gift of less than 25% of the value of the facility.

- b. The following mechanism would be followed in the naming process:

Recommendations for the naming of facilities, or programs may be initiated by any group on the campus. A recommendation should be made in writing to the President of the University. If the president, upon the advice of the ~~Council of Vice Presidents~~ **president's executive staff**, feels there is any merit in the recommendation, the President shall appoint a study committee representing such groups as **the** Alumni Association, the administration, the students, the faculty, and other friends of the University. This committee will make its recommendation to the President, who in turn will present that recommendation to the Board of Trustees.

2. The University policy on naming of facilities valued at \$1 million or less (note 1) and portions of facilities is as follows:

The University President is authorized to designate the name of university facilities or portions of facilities based on significant or meritorious non-monetary contributions to the University by an individual, or in recognition of those individuals or entities who make a significant monetary contributions to the University or the UCA Foundation, to designate the function of the facility, or to commemorate historic or traditional identities. The administration may, at its discretion, refer such naming opportunities to a study committee.

Note 1 – The value of the facility or building to be named shall be established by appraisals or other objective criteria.

3. **List of Memorials; Plaques; Naming of Facilities:**

An official list shall be kept in the Office of the Vice President for Finance and Administration.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 403

Subject: Distinguished Alumni Awards

Date Adopted: 08/808/85 Revised: 02/10, 08/13

The administration is authorized to implement a distinguished alumni award program and to recognize alumni or former students who have made outstanding contributions personally or professionally and who serve as an example to our UCA students. No more than three awards may be made annually at an event fitting and appropriate for the recipient.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 404

Subject: Use of Driftwood Property

Date Adopted: 08/808/88 Revised: _____

~~The following general policies shall govern the use of the Jimmy Driftwood property in Mountain View:~~

- ~~1. The Jimmy Driftwood property in Mountain View, known as the Barn and Folk Hall of Fame, and the grounds and other buildings may be used for education purposes (classes, seminars, plays, recitals, exhibitions, field trips and discussions) sponsored by the University. Other uses of the property may be made if approved by the Director of the Ozark Heritage Institute and the Advisory Council of the Ozark Heritage Institute in advance.~~
- ~~2. Scheduling of the use of the property will be done by the Director of the Ozark Heritage Institute; however, it is understood that the Raekensack Society of Stone County and Jimmy Driftwood will have priority for use of the Barn on weekends.~~
- ~~3. Use of the property will be governed, where applicable, by the regulations governing use of other University property. Where appropriate, specific rules and regulations governing the use of the Mountain View property will be established by the Advisory Council, which is also hereby granted the authority to establish a fee schedule for use of the property.~~

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 405

Subject: Alcohol on University Premises

Date

Adopted: 08/908/90 Revised: 10/95, 11/09, 08/13

No alcoholic beverages will be served on any occasion on university premises, except for the following:

1. At the President's Home **and Buffalo Hall**;
2. Wine in Ferguson Chapel during the celebration of religious events, ~~and~~ provided that the amount of wine brought on campus shall be no more than the amount reasonably anticipated to be necessary for the religious ceremony, and that the wine shall at all times remain in the possession of an individual at least 21 years of age who shall be an advisor or member of the clergy; **or**
3. Other university venues and/or events as the president may, from time-to-time, designate in writing.

The University does not encourage the use of alcoholic beverages. Members of the university community are reminded that college-sponsored student programs are alcohol-free. Members of the university community and their guests who choose to possess or consume alcoholic beverages are expected to adhere to the laws of the State of Arkansas and policies of the University. Acts such as consumption of alcohol by minors, ~~or~~ being under the influence of alcohol, or irresponsible behavior are not permitted. If such activities are engaged in on university premises or during any university activity, appropriate university personnel **and/or any appropriate judicial body** may take any and all action as may be required, including issuing appropriate citations **and** removing the person from the university premises. ~~, and/or by any appropriate judicial body.~~

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 406

Subject: Free Speech Policy

Date Adopted: 11/011/02 Revised: 08/13

Purpose

The University of Central Arkansas ~~is totally committed to~~ **believes in** academic freedom and free speech. The purpose of this ~~regulation~~ **policy** is to provide fair and reasonable ~~regulations and guidelines regarding~~ **concerning** the rights of individual assembly and free speech while maintaining order and access to the campus of the University of Central Arkansas.

Policy

The University believes that the right of expression is as necessary as the right of inquiry and both must be preserved as essential to the pursuit and dissemination of knowledge and truth. However, the University also has an obligation to protect its property, to prohibit interference with the normal educational process on its campus, and to respect the private rights of all individuals. As set forth in statute and case law, free speech does not extend to harassment, **or** threats, ~~or intentionally inflicting mental distress~~. In the above cases, the individual or individuals will be prohibited from these activities on the UCA campus. Additionally, the free expression of views and opinions either by individuals or by groups must not violate any rights of others or disrupt the normal function of the University, or violate any of the provisions of the UCA Student Handbook listed as "offenses subject to disciplinary action."

Procedure

The area adjacent to the southwest corner of Ferguson Chapel, not to exceed fifty (50) feet in any direction, is hereby designated as a limited public forum. On a first-come, first-served basis, individuals or organizations may utilize this designated forum for free speech purposes without registration 24 hours a day, seven (7) days a week. However, no amplification equipment may be used and no structure(s) may be erected. All other areas of the campus must be scheduled for such use and approved by the University.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 407

Subject: Capital Projects

Date Adopted: 08/008/03 Revised: 08/13

In accordance with Act 961 of 2001, the administration is seeking guidance from the Board of Trustees in development of capital project procedures and policies.

Capital Projects are defined as:

1. A project as defined by Ark. Code Ann. § 22-9-101 ~~which~~ **that** requires the services of an architect and/or engineer.
2. A project ~~which~~ **that** requires substantial changes in the exterior facade of a structure.
3. Any new construction, real estate purchase, renovation or remodeling project, not covered in (1) or (2) above, that the President ~~shall~~ determines should be considered by the Board of Trustees.

All capital projects shall include a completed ~~ACapital Project Proposal Form@~~ **Capital Improvement and Construction Project Request Form** that is submitted for consideration by the President, and if applicable, the Board of Trustees. The Board of Trustees' review and approval is required on all capital projects **with** ~~where the a~~ total project cost exceeding ~~\$150,000~~ **250,000**.

The International Building Code (~~1999, as amended~~) and the National Fire Protection Association (NFPA) codes, **as they exist on the date any contract is entered into**, ~~as applicable~~ shall be the construction standards for capital projects.

The approval process for capital projects ~~are~~ **is as follows**:

1. **Develop** project concept description ~~developed~~.
2. **Develop** initial estimate of project costs and potential funding sources ~~shall be developed~~.
3. Request authority to begin process to select design professionals in accordance with Ark. Code Ann. ~~'19-4-1701 and '19-4-1717~~. **applicable provisions of laws and regulations of the State of Arkansas.**
4. Request authority to select appropriate delivery method: design-bid-build, or negotiated construction and design contract.

5. President considers staff recommendations and submits his recommendation to the Board of Trustees.
6. Board of Trustees considers the president's recommendations for project concepts, project delivery method and funding sources and either approves, rejects or modifies the request to meet- ~~their~~ **the Board's** requirements.
7. The Board of Trustees will consider and approve the issuance of any bond debt or loans necessary to fund capital projects.
8. **For projects with a total cost of less than \$150,000–250,000, the Board of Trustees authorizes the president to hire design professionals, if necessary, to solicit bids and to make contract awards in accordance with law. Contracts exceeding the approved project cost by more than 10% shall require additional Board consideration.**

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 409

Subject: Copyright Ownership-Electronic Distance Learning

Date Adopted: 05/005/02 Revised: 08/13

New technologies in teaching and scholarship should be used for the purpose of advancing the basic functions of the University in order to preserve, augment, and transmit knowledge and to foster the abilities of students to learn. In particular, distance learning is a delivery system where students receive instruction via electronic transmission, often through the use of electronically-developed course materials. Instruction offered through distance learning is expected to be comparable in quality to instruction offered through traditional methods. The curriculum for instruction offered through distance learning will be approved through the departments in the same manner as curriculum for instruction offered through traditional methods.

Since the demand for distance learning appears to be increasing and the continuing development of electronically-developed course materials in various media seems likely, it is important to address the issues raised by the creation, use and distribution of various forms of electronically-developed course materials, and to clarify the rights and responsibilities of the parties involved. The purpose of this policy is to protect the rights of faculty, students, and the University, and to encourage the offering of quality distance learning programs.

Issues:

1. Who owns the copyright in electronically-developed course materials and how should such rights be protected?
2. What are the responsibilities of faculty members to utilize various technologies to meet the needs of currently-enrolled students?
3. Under what circumstances should faculty members prepare electronically-developed course materials for use by students not currently enrolled in their classes?
4. What are the rights of faculty members regarding the continuing use of electronically-developed course materials?
5. Who may receive royalties from the sale or licensing of electronically-developed course materials?

General Guidelines:

1. Copyright Ownership: Board of Trustees Policy No. 410 recognizes that in most instances faculty members own the copyright in scholarly works created by faculty members. Thus, faculty members generally hold the copyright in electronically-developed course materials created on their own initiative. Board Policy No. 410 also recognizes ownership of copyright in works of authorship created pursuant to a contract or as a work-for-hire as residing with the University. Electronically-developed course materials created jointly by faculty members and others, whose contributions are works-for-hire, are jointly owned by the faculty member and the University. Any owner of copyright in electronically-developed course materials may secure copyright registration. Joint owners may agree to bear responsibility for the enforcement of copyright although there is no requirement to do so.

Ownership of works by students is controlled by copyright law. Students own the copyright in their works. A faculty member must obtain a student's permission to incorporate a student's work in a faculty-authored work.

For the purpose of this policy, the determination of copyright ownership and rights is based on an analysis of effort involved in and support provided for the development of electronically-developed course materials.

To assist with this analysis, the following descriptive categories are provided:

a. CATEGORY I:

Description of Support Used: The work is created without any direct support from or through the University and without the use of any university resources beyond those usually and customarily provided by the University. Resources usually and customarily

provided by the University include office space, library facilities, ordinary access to computers and other equipment, networks, and routine technical support from the Distance Education Office, or salary.

Ownership and Rights: The work is original and results solely from a faculty member's efforts on his/her own personal time. The faculty member owns the intellectual property of works created in this category, may receive royalties for the work, and retains any distribution rights.

Example #1: A faculty member works with a publishing company to create a web-based course. The publishing company provides 500 hours of instructional design and production support and the course is mounted on the company's server. All of the work is done on the faculty member's own time, but some of the development is done on weekends using the faculty member's office computer. University-licensed development software available through the department is also used. The course is mounted on a commercial server.

Example #2: A professor in the biology department is approached by the publishing arm of an organization to create a CD containing images of evidence that the professor has photographed in preparing for classes over the years. The professor took the photographs on weekends using his own camera and film, but on the department's copy stand. The organization creates and markets the CD.

b. CATEGORY II:

Description of Support Used: The work is created with university resources above and beyond those usually and customarily provided by the University. Resources within this category include reassigned time or a summer stipend equivalent to one three-hour course, the use of a graduate assistant, student worker, or other employee for one semester (for no more than 20 hours per week), the use of specialized or unique facilities, equipment, technical support, or other special subventions provided by the University for one semester unless approved as an exception, or additional compensation based on the Guidelines for Extended Study. Use of specialized or unique facilities and equipment, technical support, or other special subventions shall not disrupt the normal course of university business.

Ownership and Rights: The work results from the faculty member's efforts. The faculty member owns the intellectual property and has the right to distribute the work. The faculty member may receive royalties for any distribution made outside of university course delivery. The University has a non-exclusive educational license to use the work as part of course delivery. If the work is used as part of university course delivery, the faculty member who created the course materials will be given the first right of refusal to be the instructor of record either as part of his/her course load or as part of an overload assignment. The University may agree, in its sole discretion, to compensate the faculty member for its use of the work.

Example #1: A faculty member works with a web-course publishing company to put a course totally on the web. The University provides funds to purchase time from Channel 6 to videotape two hours of lecture to be streamed as part of the course. In addition, the University checks out to the faculty member one of two digital recording workstations for a period of two weeks. The web-course publishing company records the materials provided by the faculty member and creates the web course, and thereafter mounts the course on its server. The faculty member works on the project almost exclusively on his/her own time.

Example #2: A faculty member who teaches a course for the University volunteers to put the course on the web. The University provides thirty hours of focused individual training and/or technical assistance for the faculty member on university courseware. The University also provides assistance in creating a power point presentation to be used as part of the course. The faculty member creates the course on his/her own time. The course is mounted on the University's server.

c. CATEGORY III:

Description of Support Used: The work is created with university resources substantially above and beyond those usually and customarily provided by the University. Resources within this category include release time equivalent to more than one three-hour course (this could include a summer stipend), use of a graduate assistant, student worker, or other employee for more than one semester or for more than 20 hours per week during one semester, use of specialized or unique facilities and equipment, technical support, or other special subventions provided by the University for more than one semester, unless approved as an exception.

Ownership and Rights: The work results from the faculty member's efforts. The faculty member owns the intellectual property and has the right to distribute it and receive royalties for any distribution outside of university course delivery. The University has a non-exclusive educational license to use the work as part of course delivery. The University has a non-exclusive commercial license to market the course outside of the University. If licensed for a commercial purpose, either by the University or the faculty member, the University and the faculty member will each receive a percentage of the royalties, as negotiated. In the case of multiple authors, the authors will share the **pro rata** royalty ~~pro-rata~~-based upon participation.

Example #1: A faculty member volunteers to make a departmental course available on the web. The faculty member is provided with a course release in the spring semester and is paid for a course in the summer to develop the product, but also contributes some of his/her own time. The University provides a substantial grant to purchase a digital camera to use in the project and a .5 FTE web developer housed in the department for a semester for use by the faculty member. Personnel from the University's Division of ~~Academic Outreach & Extended Programs (AOEP)~~ **Outreach and Community**

Engagement (OCE) and Channel 6 record speakers for the class and digitize audio and video. The course is mounted on the University's server.

Example #2: A graduate school offers a degree by taping courses and allowing employees of two businesses to download the courses to view on their own schedules. Three faculty members from the school will rotate grading and answering questions for each course. A faculty member volunteers to offer the first course. During the next year, the faculty member is given release time each semester and is paid for two courses in the summer. The University funds the production times through Channel 6 for production of the tapes. Information Technology contributes significant hours in digitizing the tapes. The faculty member spends much of his/her own time designing the course for television delivery. The University mounts the course on its server.

d. CATEGORY IV:

Description of Support Used: The University provides all of the resources for the work.

Ownership and Rights: An employee of the University is contracted to develop a specific product as a work-for-hire. The work is carried out as a part of the faculty member's assigned duties. The University owns the work, and has exclusive educational and commercial ownership and license authority. The faculty member is not entitled to payment of royalties, except as agreed upon by the University.

Example #1: The chair of an academic department assigns a faculty member to develop a course that will be videotaped and broadcast the next year to sites in five school districts as part of a new master's program offered by the department. The faculty member is given release time for the fall and spring semesters and is paid full salary. All of the design and production work is done during work hours. The faculty member is assigned a .5 FTE research assistant for the academic year. The Division of ~~AOEP~~ **OCE** and Channel 6 support the design and production of the videotapes.

e. CATEGORY V:

Description of Support Used: ~~Ownership and Rights:~~ The faculty member is using electronically-developed course materials created as part of his/her teaching duties at the University.

Ownership and Rights: Ownership will be determined by categories one through four. There will generally be no extra compensation beyond the normal teaching compensation for use of the electronically-developed course materials except as agreed upon by the University in its sole discretion.

Example #1: See Category II, Example I above. In this case, the faculty member might offer the course at the University. The University would pay the previously-negotiated fee to a web-course publishing company for access to the course materials, but this payment would not include compensation to the faculty member beyond the standard

compensation for teaching the course.

Example #2: See Category III, Example 2 above. In this case, the faculty member could teach the course to students in the program. There would be no compensation to the faculty member beyond the standard compensation for teaching the course.

2. Administration: ~~The Division of AOEP and the Distance Education/Extended Learning Advisory Committee, chaired by the dean of the Division of AOEP~~ **The Office of the Provost and a committee established by the Faculty Senate** shall be responsible for the administration of this policy, applying the policy equitably, and ensuring appropriate agreements are completed prior to mounting web-based courses for full delivery on the University's server. The University's legal counsel will assist with issues relevant to this policy, general copyright law, and attendant contractual agreements.
3. Prior Agreement: A faculty member should meet with the department chair and dean prior to creating electronically-developed course materials for distance learning in order to reach an agreement on ownership, institutional resource commitment, revenue, and the resultant category classification. A copy of the agreement will be forwarded to the **Office of the Provost** ~~dean of the Division of AOEP~~ for distribution to the Distance Education/Extended Learning Advisory Committee for review and assurance that the policy is being applied in an equitable manner. The **Distance Education/Extended Learning Advisory Committee** ~~dean of the Division of AOEP~~ shall inform the provost of any inequitable application of the policy, ~~as observed by the Distance Education/Extended Learning Advisory Committee~~ and of its recommendation to cure the inequities, and it shall be the responsibility of the provost to resolve ~~the any issues~~ with the faculty member. In the event the provost and faculty member are unable to reach a satisfactory resolution, the matter will be forwarded to the Faculty Grievance Council in accordance with the requirements set forth in the *Faculty Handbook*. It is understood that in some circumstances the original category classification may change based upon a modification in university support for the project. In such cases, written agreements should be entered into between the University and the faculty member to resolve any issues of ownership.
4. Faculty Responsibility to Currently-Enrolled Students: Faculty members have a responsibility to meet the reasonable needs of their currently-enrolled students, including those needs best addressed by the use of technologies that make class materials readily available. For example, if recordings are needed by remote or disabled students, they should be created in the ordinary course of teaching and made available under reasonable circumstances. Electronically-published course materials such as tape recordings and videotapes created in the ordinary course of instruction and not intended for use beyond the end of the current semester or by students other than those registered for the class, are the property and responsibility of the faculty member who creates or authorizes them. Handouts and other teaching materials created by the faculty member to support such electronically-published course materials are also the property and responsibility of the faculty member who creates or authorizes them. Faculty members should be willing to utilize technologies appropriate to the circumstances to make course materials reasonably available to currently-registered students. Faculty members may dispose of such materials in the manner they

choose at the end of each semester and in accordance with the ~~schedule maintained by the Office of Internal Audit~~ University's record retention schedule. If the materials are maintained on the University's server, the faculty member may request the ~~Distance Education Office~~ Department of Information Technology to delete the materials at the end of each semester.

5. Course Development: Faculty members may receive, through usual university processes, reassigned time or extra compensation for duties performed in the best interests of the University's academic program, including electronically-developed course materials.
6. Revision Rights: Faculty members should generally retain the right to update, edit or otherwise revise electronically-developed course materials that become out of date, or, in certain circumstances, should place a time limit upon the use of electronically-developed course materials that are particularly time sensitive, regardless of who owns copyright in these materials. These rights and limitations should be negotiated by the faculty member and the department chair in advance of the creation of electronically-developed course materials and reduced to writing. The Guidelines for Extended Study shall govern the development and revision of extended study courses. Absent a written agreement, a faculty member will have the right to modify the work on an annual basis in order to maintain academic standards. If the University believes a modification is necessary, based upon university guidelines and/or consultation with faculty within the discipline, and no timely modification is made; or if the modification is made, and in the University's opinion, based upon university guidelines and/or consultation with faculty in the discipline, it does not meet academic standards, the University may refuse to market the product or may select another person to modify the materials.
7. Revenue: Faculty members shall receive all revenue that may accrue from the commercialization of electronically-developed course materials created on their own initiative. Otherwise, the University retains all revenue that may accrue from the commercialization of electronically-developed course materials created by faculty members pursuant to an agreement or as a work-for-hire, including electronically-published course materials. Copyright law permits joint owners to pursue commercialization either jointly or separately; however, an accounting is required. In instances of joint ownership between faculty members where the University also retains rights to revenue, the parties shall negotiate an allocation. Net fiscal year revenue derived from commercialization of intellectual property covered by this policy shall be shared as follows: 40% to the originator, ~~20~~ 30% to the originator's department or immediate administrative unit, ~~and 20~~ 30% to the dean's office of the originator's college, ~~and 20% to the Division of AOEP~~. Where more than one individual is considered to be the originator, such persons will determine among themselves the individual share of the 40% each will receive. In the event an agreement cannot be reached, the determination shall be made by the Distance Education/Extended Learning Advisory Committee. Such determination by the Advisory Committee shall be final.

This policy shall not change income-sharing agreements entered into prior to the adoption of this policy. In certain university units, because of conditions of employment and the nature

of work assignments, and the fact that units often assume continuing responsibilities for maintenance and periodic revision of the property, an alternate distribution of net income to the originator may be appropriate. Units wherein these situations may occur should propose appropriate modifications to the distribution scale described in this section. Upon approval by the Distance Education/Extended Learning Advisory Committee, such modifications shall be made as deemed appropriate. The determination of the Distance Education/Extended Learning Advisory Committee shall be final. Such modifications may not increase the combined shares of the originator and the department, as specified, except in unusual and very specific circumstances. The ~~Division of AOEP~~ University reserves the right to suspend the distribution of income where there is reason to believe that substantial deductible costs will be incurred in the future. The originator, the department, and the dean of the college shall be informed of such decisions. The originator's rights to share in net income as stated above, but not including shares to the other named entities, shall remain with the individual or pass to the individual's heirs and assigns for so long as net income is derived from the property. An annual fiscal year, detailed accounting of income and costs shall be made available to the originator, the originator's department, and the dean of the originator's college by the ~~Division of AOEP~~ Office of the Provost. Net revenue is defined as gross royalties, license fees, or other such payments received by the ~~Division of AOEP~~ on behalf of the originator and the University, less necessary direct costs, e.g., development or production, licensing, copyright enforcement, necessary travel, auditing fees, sponsor shares, marketing, packaging and handling, mailing, or courier costs. The phrase "gross royalties, license fees, or other such payments" means agreed upon payments specified in a license or other commercialization agreement usually expressed as a percentage of sales, a fixed dollar amount per unit produced or sold, or a total fixed dollar amount for production in return for the right to use, copy, reproduce, make, or sell an item of intellectual property or product based on such property.

8. Contributed Materials: Liabilities may be incurred with respect to the inclusion of materials in electronically-published courses other than materials created by the faculty member, and inclusion of voices or images of persons in electronically-developed course materials, including audience members and guest lecturers. It is the policy of the University that all faculty members comply with the law, including copyright and privacy laws. It is the responsibility of the faculty member to obtain all permissions and releases necessary to avoid infringing copyright or invading the personal rights of others.
9. Use of University's Name: Faculty members who create electronically-developed course materials identified in categories I, II, and III above shall not represent to outside entities that he/she acts as an agent or representative of the University with respect to the creation of these materials.
10. Protecting the Work: Faculty members will determine whether to register the copyright and take such steps to protect works they own. The University will determine whether to register the copyright and will be responsible for the enforcement of works it owns. Any one of the authors of a joint work may register and enforce copyright in the names of all owners, with an accounting.

11. University Resources Usually and Customarily Provided: When determining ownership and license rights in electronically-developed course materials, “university resources usually and customarily provided” includes such support as office space, library facilities, ordinary access to computers and other equipment, networks, routine technical support ~~from the Distance Education Office~~, or salary. In general, it does not include the use of students or employees as support staff to develop the materials, or substantial use of specialized or unique facilities and equipment, or other special subventions provided by the University, unless approved as an exception.
12. Retention of Non-exclusive License: Except for a work that is totally faculty-generated as reflected in Category I, the University shall retain a non-exclusive educational license to reproduce and use the electronically-published course materials in teaching university classes on or off campus. Since intellectual property designated as a work-for-hire in Category IV is owned in all respects by the University, there are no comparable restrictions on the use of these materials whether on or off campus.
13. Conflict of Interest: Faculty members may not create courses, substantial parts of courses or courseware for, or accept teaching assignments from, either a non-profit institution or a commercial enterprise, unless specifically authorized in advance by the provost on the recommendation of the appropriate dean. This policy applies equally to courses taught in person, or via the Internet, or other method of electronic transmittal. This policy is not intended to prevent faculty members from giving guest lectures at another institution or engaging in similar activities. Faculty should be sensitive to the fact that the distinction between occasional lectures, which are a part of academic life, and a teaching assignment for another university, which requires prior approval, is not always clear-cut. When there is a question as to whether an outside engagement falls within the range of allowable activities, a faculty member should first consult with the appropriate dean. The responsibility for recognizing and avoiding conflicts of interest rests primarily with the faculty member.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy

Number: 410

Subject: Intellectual Property and Technology Transfer

Date Adopted: 11/711/71 Revised: 05/97; 08/13

1. Preamble

While the discovery of patentable processes or inventions and the creation of other intellectual property is not the primary objective of the University, for any such discoveries or creations, it is the objective of this document to provide an intellectual property policy. The policy is designed to encourage the development of inventions and other intellectual creations for the best interest of the public, the creator, and the research sponsor, if any. This policy will permit the timely protection and disclosure of such intellectual property whether by development and commercialization after securing available protection for the creation, by publication, or both. The policy is further intended to protect the respective interests of all concerned by ensuring that the benefits of such property accrue to the public, to the inventor, to the University and to sponsors of specific research in varying degrees of protection, monetary return and recognition, as circumstances justify or require.

Implicit in these developments is the understanding that the University not only has a responsibility to bring new knowledge into use by the general public but also that such knowledge or technology sometimes has commercial value and should be treated as a financial asset to be used, conserved, or applied in such a way as to generate an appropriate financial return. Transfer of such information or technology through licensing satisfies both objectives, i.e., dissemination for use and the realization of a return.

Developments in recent years have broadened the scope of information and technology that can have potential commercial value and that, therefore, should be treated as assets subject to university ownership and control. In addition to new machines, compositions of matter, and written materials which traditionally have been the subject of patents and copyrights, new life forms, bioengineered agents, plant varieties, computer software, video courses, etc., might be normal outcomes of university activities. Thus, a broad policy covering all aspects of intellectual property is provided.

2. Objectives of the Policy

- a. To facilitate the transfer of knowledge and technology and the utilization of such knowledge and technology to the general benefit of society.
- b. To encourage research, scholarship, and a spirit of inquiry, thereby generating new knowledge.
- c. To provide an administrative system to determine the commercial significance of discoveries and new developments and to assist in bringing these into public use.
- d. To provide for the equitable disposition of interests in new intellectual property among the developer, author, or inventor (the originator), the University, and, where applicable, the sponsor.
- e. To provide incentives to originators in the form of personal development, professional recognition, and financial compensation.
- f. To safeguard intellectual property so that it may receive adequate and appropriate legal protection against unauthorized use.

3. Coverage and Definition

Traditional products of scholarly activity, which have customarily been considered to be the unrestricted property of the author or originator, are excepted from the general policy. Such traditional products include but are not limited to journal articles; textbooks; reviews; works of art including paintings, sculpture, **films** and musical compositions; and course materials such as syllabi, workbooks, and laboratory manuals. The University has not and will not claim any ownership rights to such traditional works and also specifically disclaims any potential rights to do so under the "work for hire" provisions of the U.S. Copyright Act.

This policy covers all other intellectual property conceived, first reduced to practice, written, or otherwise produced by faculty, staff, or students of the University of Central Arkansas using university funds, facilities, or other resources. The following is a list of terms and definitions ~~which~~ **that** apply to this policy.

Intellectual property, for the purpose of this policy, is defined as the tangible or intangible results of research, development, teaching, or other intellectual activity.

Intellectual property may include the following categories:

- a. Inventions, discoveries, or other new developments, which are appropriate subjects of patent applications.
- b. Written materials; sound recordings; videotapes; films; computer programs; computer-assisted instruction materials; works of art including paintings, sculpture, and

musical compositions; and all other material ~~which~~ that may be copyrightable.

- c. Tangible research property such as biological materials including cell lines, plasmids, hybridomas, monoclonal antibodies, and plant varieties; computer software, data bases, integrated circuit chips, prototype devices and equipment, circuit diagrams, etc.; and analytical procedures, laboratory methods, etc. All such tangible research property may or may not be patentable or copyrightable.

The three categories above are not mutually exclusive; a given article of intellectual property may include aspects of all three categories.

4. General Policy

All rights to intellectual properties as defined in Section 3 shall be owned and controlled by the University through its designated agent, the Office of Sponsored Programs (OSP), which reports through the graduate dean. When a university faculty member, staff member, or student develops or originates an item of intellectual property, which, under the terms of this policy is to be owned and controlled by the University, the individual shall report the intellectual property to the University Research Council (URC). The originator shall: cooperate in the execution of legal documents and in the review of literature and prior art; be given the opportunity to assist in the further commercial development of the intellectual property as defined in Section 6; and have an interest in and share in any income derived from the commercialization of such property.

- a. Only works produced in certain university units whose specific mission includes the production of works for instructional, public service, or administrative use and who employ staff and faculty for the purpose of producing such works are deemed to be "works for hire" and, therefore, the property of the University. The Instructional Development Center is an example of such a unit. Works produced by such units include instructional films and videotapes, telecourses, drawings, slides, models, computer programs, etc. The University shall own and control all such works produced in such units. Income from the use of such works in university educational activities shall be considered income to the unit, subject to university resource management and budgeting policy. Arrangements with "talent" from other units or from outside the University may include payments based on sales or usage of such works. Such payments are considered to be a part of the costs of production. Commercialization of such works outside the University must be through assignment to OSP, which shall be responsible for the commercial development as defined in Section 6. However, in recognition of the differences between these units and regular academic departments, different and unique revenue sharing arrangements may be made with the approval of the head of the appropriate administrative unit. Nothing in this paragraph shall limit the rights of the employees of such units to works produced or developed outside the scope of their employment and not involving the use of university facilities or other resources.
- b. Rights to intellectual property resulting from sponsored projects shall be owned and controlled by the University. In some instances, the provision of substantial funding,

background information, product samples, or confidential proprietary data by a sponsor may create a situation in which the sponsor may claim partial or complete ownership of intellectual property that might result from the sponsored project. In such cases, final disposition of the property may be negotiated as a part of the sponsored project agreement.

- c. In those cases where the final disposition of the property has not been negotiated as part of a sponsored project agreement, the University will proceed as described in Section 6.

5. Administrative Procedures

- a. The legal interests of the University and its staff, faculty, and students in any intellectual property, except traditional scholarly works as described in Section 3, shall be determined in accord with this policy by the University Research Council (URC).
- b. If the URC determines that there has been no material use of university funds, facilities, or other resources, the URC shall release the property to the originator, and the University shall not exert any further claim to the property.
- c. The URC may determine that the University has a legal interest in the property but that the chances of successful commercialization are minimal or that the costs of pursuing such commercialization outweigh the income potential. In such cases the URC shall release the property to the originator as above.
- d. If the URC determines that the University has a legal interest in the property and judges that there is a reasonable chance for successful commercialization, it shall: (i) inform the originator in writing that the University claims ownership rights to the property; (ii) determine and record the rights of the originator to share in any income in accord with Section 7; and (iii) refer the matter to OSP together with its recommendations as to appropriate courses of action. The originator shall execute an assignment of ownership rights to OSP as the designated agent of the University.
- e. In some instances the URC may find that the University has an ownership right in the discovery but that the discovery has not been developed to the point where a decision as to patentability or commercialization is possible. In such cases, the URC shall place the discovery in a pending status, provide the originator reasons for taking such action and suggestions as to additional information or data that might be helpful, and request the originator to report back to the URC at some specified interval if and when the discovery is brought to a more advanced stage.
- f. Except for Section 5(e), if the URC takes no action within six months after receiving the initial report of the new discovery, right to the discovery shall be deemed to be released to the originator.
- g. Because OSP is the designated agent for the University in the management of the intellectual property program, it shall receive by assignment ownership rights from the

originator. The director of OSP will have the responsibility for valuing the intellectual property so that the University's interests in any subsequent negotiations are protected. The process for licensing, selling, or otherwise conveying intellectual property will not involve the use of sealed bids. With close consultation and collaboration with the originator, OSP shall determine the appropriate method of protection of the property and, where appropriate, obtain such protection. OSP will distribute any net income from commercialization in accord with this policy and the determinations of the URC. All costs associated with these actions shall be borne by OSP, except that such costs shall be offset against future income in accord with Section 7 (b).

- h. Faculty, staff, or students of the University may request that the University accept, for management and commercialization, intellectual properties ~~which~~ **that** are theirs alone and not originally subject to this policy. Given such a request, the director of OSP, with advice of the URC, shall determine if there is a reasonable expectation that the property can be commercialized successfully. If the University accepts management and commercialization responsibilities for such intellectual property, that intellectual property shall become subject to, and shall be treated in accord with, all provisions of this policy.
- i. Intellectual property referred to or offered to the University by third parties ("off the street") shall be treated as any other gift offer and shall be channeled through the University. If accepted, the property shall be assigned to OSP for management in accord with appropriate parts of this policy and the terms of the gift agreement.

6. Commercialization

- a. For purposes of protection and commercialization of intellectual property assigned to OSP on behalf of the University, patent or copyright coverage may be sought, or the property may be treated as proprietary information, technical know-how, or trade secret.
- b. In seeking and developing commercialization of intellectual property, OSP shall be guided by the following principles:
 - i. A primary objective and responsibility of the University shall be to assure that the products of its intellectual activity are brought into the widest possible use for the general benefit of society.
 - ii. Intellectual property should be treated as an asset and an appropriate return should be sought. Responsibility for this provision rests with the director of OSP.
 - iii. Active originator participation in all commercialization efforts shall be vigorously sought.
- c. In some situations it may be in the best interest of the University, the general public, and the originator to enter into commercialization arrangements with entities wholly or partially owned or controlled by the faculty, staff, or students who originated the property. Due to the potential of such arrangements for contributing to the economic

development of the state and local areas, such arrangements may be considered and accepted, provided these are not specifically prohibited by law and that adequate provisions, including full disclosure of interests, are made to avoid or otherwise protect against conflict of interest on the part of those involved. Such negotiations for the creation of new commercial entities arising directly from the University's intellectual property, or arising from a potential collaboration between the University's faculty, staff, or students and some outside entity, will be handled by OSP.

- d. Commercialization of intellectual property by OSP is a process ~~which~~ **that** may take a considerable amount of time. This process may involve discussions and negotiations over months or sometimes years and, based on national data, more often fails than succeeds. Timing, market conditions, and many other factors enter into the process. Quick success is rare. However, to protect the originator, if no commercialization has occurred within two years after the property has been assigned to the University through OSP, the originator may request that all rights be returned. Such requests should be directed to the URC. The URC shall require OSP to explain what efforts have been made and what additional efforts are planned. If the URC determines that there is little chance of successful commercialization, it shall direct OSP to return all rights to the originator, and the University shall no longer claim any rights to the property. If, on the other hand, the URC determines that OSP has undertaken reasonable efforts to commercialize and that further OSP efforts offer reasonable chances of success, it shall deny the originator's request. Such denials will be accompanied by a report summarizing the factors considered by the URC in arriving at the decision. If the originator remains unsatisfied with the commercialization efforts, this process may be repeated at two-year intervals.

7. Royalty Income Sharing Policy

- a. Net income is defined as gross royalties, license fees, or other such payments received by OSP on behalf of the originator and the University less necessary deductible costs, e.g., mailing or courier costs, licensing costs, patent enforcement, necessary travel, auditing fees, or sponsor shares. The phrase "gross royalties, license fees, or other such payments" means agreed upon payments specified in a license or other commercialization agreement usually expressed as a percentage of sales or a fixed dollar amount per unit manufactured in return for the right to use, copy, reproduce, make, or sell an item of intellectual property or product based on such property. OSP shall reserve the right to suspend distribution of income where there is reason to believe that substantial deductible costs will be incurred in the future. The originator shall be informed of such decisions. An annual detailed accounting of income and costs shall be made available to the originator by OSP.
- b. Except as otherwise provided through supplementation under Section 7 (c), net calendar year royalty or license income as defined in Section 7 (a) derived from commercialization of intellectual property covered by this policy shall be shared as follows: 40% to the originator, 20% to the originator's department or immediate administrative unit, 20% to the dean's office of the originator's college, and 20% to OSP.

- c. In certain university units, because of conditions of employment and the nature of work assignments, and the fact that units often assume continuing responsibilities for maintenance and periodic revision of the property, an alternate distribution of net income to employees may be appropriate. Units wherein these situations may occur should propose appropriate modifications to the distribution scale in Section 7 (b). Upon approval by the President, such modifications shall be made as deemed appropriate. Such modifications may not increase the combined shares of the originator and the department as specified in Section 7 (b), except in unusual and very specific circumstances.
- d. The department's share shall be retained in a separate account in OSP and shall be available for expenditure by the department. Such funds may be allowed to build across fiscal years to reach amounts necessary for major purchases or other nonrecurring purposes. Such funds may be invested, and the income shall be credited to the account in accord with university policy regarding investment of restricted funds.
- e. The originator's rights to share in net income as stated above (but not including the department's share) shall remain with the individual or pass to the individual's heirs and assigns for so long as net income is derived from the property.
- f. Where more than one individual is considered to be the originator, such persons will determine among themselves the individual share each will receive. In the event that they cannot reach such agreement, the determination shall be made by the URC after giving each individual an opportunity to present a personal position. Such determination by the URC shall be final.
- g. Originators are encouraged to consider making a gift of all or a part of their income shares to support university research activities. Upon request by an originator, OSP will retain all or a part of the originator's share in a separate account within OSP for expenditure in accord with the originator's wishes. The originator may restrict such gifts to any particular program or unit of the University including the originator's own research program. Such requests may be limited in duration to a specific time period or to some specific future event, e.g., the originator's retirement or resignation from the University, and may be cancelled or modified by the originator at any time.
- h. This policy shall not change income-sharing agreements entered into prior to the adoption of this policy.

8. Sharing of Research Materials

There is a long tradition in some fields of sharing research materials such as reagents, cell lines, and purification media. The University encourages this cooperation among research scientists. However, recent conflicts over such issues as commercialization rights and personal and product liabilities suggest that the terms of such sharing be spelled out in a written agreement among the parties. A suggested form letter agreement is included in this document as Appendix A. Also, when significant costs to the University are involved in

producing the material, provision for recovery of those costs not covered by sponsor support shall be considered in making a sharing agreement. A copy of any such agreement shall be maintained by the faculty member and in the OSP.

9. Consulting Agreements

- a. Any faculty or staff member engaged in consulting work or in business is responsible for ensuring that clauses in the individual's agreements are not in conflict with this policy or with the University's commitments; and that the consulting or business institution's rights and the individual's obligations to the University are in no way abrogated or limited by the terms of such agreements. The director of OSP or the university general counsel can provide assistance in this regard.
- b. Faculty and staff members shall make clear to those with whom they make such agreements their obligations to the University and shall ensure that other parties to the agreement are provided with a current copy of this policy.

10. Basis of the University's Equity in Intellectual Property

The policies set forth herein constitutes an understanding which is binding on university faculty, staff, and students as a condition of their participation in university research, teaching, and service programs and for their use of university funds, space, or facilities.

APPENDIX A

Dear _____:

This is to acknowledge your request that certain research materials developed in the laboratory of _____ at the University of Central Arkansas be transported to your laboratory at _____ for scientific research purposes. I also acknowledge the implied representation that you and your associates are cognizant of any potential hazards which may exist in working with these materials. The materials concerned, which are owned by the University of Central Arkansas, are _____.

I will be pleased to permit use of these materials by you and within your laboratory for our cooperative scientific research. However, I am requesting your agreement that the materials will be used only for our cooperative work, that you will bear all risk to you or any others resulting from your use, and that you will not pass on these materials, their progeny or derivatives, to any other party or use them for commercial purposes without the express written consent of the University of Central Arkansas. In addition, any public or written announcement of this work or its results must credit the University of Central Arkansas as the source of these materials, and you must keep us informed of results obtained using any of these materials, especially if publication in the open literature is contemplated, prior to publication and even if no publication results. You understand that no other right or license to these materials, their progeny or derivatives, is granted or implied as a result of our transmission of these materials to you.

These materials are to be used with caution and prudence in any experimental work, since all of their characteristics are not known.

If you agree to accept these materials under the above conditions, please sign the enclosed duplicate of this letter and return it to me. The materials requested will be sent to you upon our receipt of the signed duplicate letter.

Sincerely,

(Signature of Researcher)

(Signature of Researcher's
Department Chairperson)

I accept all conditions and stipulations noted above.

(printed name)

(signature)

(date)

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 411

Subject: ~~Design, Content and Maintenance of University Website Pages~~ Website Usage

Date Adopted: 10/910/98 Revised: 02/08, 08/13

~~1. University Web Pages~~

~~The design and content of active public Internet pages accessible via the uca.edu domain are subject to review and approval by the Associate Vice President for Communication Vice President for University and Government Relations.~~

~~Every UCA college dean, academic department chair and administrative office head with an active public Internet or page (or pages) accessible via a uca.edu domain must review that page (or pages) before the beginning of each semester or summer session to ensure the information is accurate and up to date.~~

~~Every college dean, academic department chair and administrative office head is responsible for certifying each review, which may be conducted by a staff member or committee appointed for that purpose.~~

~~Every college dean, academic department chair and administrative office head is also responsible for appointing a trained staff member to make the corrections and/or updates recommended as a result of each review.~~

~~Failure to follow this policy may result in the suspension or removal of the offending Internet page(s).~~

2. ~~Web Page Levels of Content and Responsibility~~

~~**Web pages are classified as university, departmental, and individual pages.**~~

- ~~a. University Web pages contain official university information and are in direct support of the university's mission. Examples include but are not limited to the viewbook, catalog, faculty/student handbook, university directory and information about the campus, financial aid, admissions and institutional advancement.~~

~~**All information not found in university Web pages is unofficial information and cannot be claimed as official university policy.**~~

- ~~b. Departmental Web pages include information encouraged by the university but maintained by individual university departments. All departmental Web pages are in direct support of the university's mission. Examples include, but are not limited to, academic departments, student services, campus events, athletics, administration, and other informational resources. These pages are maintained by Information Content Providers (ICP) in each department with technical services support as needed. Information on these pages is the responsibility of the department head/chair and their ICP. Departments are encouraged to conform to applicable university Web design standards.~~
- ~~c. Individual Web pages are pages sponsored and maintained by members of the university faculty, staff and students. Information on these pages is the responsibility of the individual. Individuals are encouraged to conform to applicable university Web design standards. Information on individual Web pages is solely generated and maintained by the author. Individual Web pages are the creative, intellectual, and personal property of the individual author. Individuals must maintain backup files. The university is not responsible for any corrupted, lost, or otherwise damaged files. The university may remove Web pages if the individuals are no longer affiliated with the university.~~

3. ~~Use of University Web Pages~~

~~University and departmental Web pages must be informative and consistent with the mission of the University of Central Arkansas. University policies and regulations must be adhered to. The university Web servers may not be used for any activity prohibited by law.~~

~~Any person or group authoring Web pages must be aware of and follow university policies regarding confidentiality, harassment and computer usage. University ICPs cannot use copyrighted images, text, or software without permission.~~

~~University and departmental pages are intended to communicate information about the university and must not represent the personal views of an individual. Appropriate material for inclusion in these pages includes:~~

- ~~• policy documents, reports, procedures;~~
- ~~• course descriptions, schedules and syllabi;~~
- ~~• instructional materials;~~
- ~~• tutorials;~~
- ~~• computing and library guides;~~
- ~~• campus calendars and announcements of events;~~
- ~~• descriptions of available services and resources.~~

~~Individual pages must conform to university policies contained in this document. Use of individual pages for illegal and/or commercial purposes is prohibited. Individuals are expected to comply with relevant university policies, state and federal law, and any relevant licensing agreements.~~

~~Material may not be included on university, departmental and individual Web pages if it:~~

- ~~• is in violation of federal and state law;~~
- ~~• is derogatory or libelous to groups or individuals;~~
- ~~• is of a confidential nature;~~
- ~~• infringes upon the rights of another person;~~
- ~~• is abusive, profane, or sexually offensive;~~
- ~~• includes information which may injure someone else and/or lead to a lawsuit or criminal charges including pirated software, destructive software, pornographic materials, libelous statements or terrorist restrictions;~~
- ~~• includes advertisements for commercial products, enterprises or services not pertaining to the University of Central Arkansas~~

~~4. Links from Web Pages~~

~~The university reserves the right to disable and/or remove the Web page links as well as publishing capability and privileges on university managed servers of anyone who uses the Internet to violate university policy or to conduct or promote activities which are illegal or violate university obligations. These links and publishing privileges may be re-established following a review process.~~

~~a. University Official Pages~~

~~The University of Central Arkansas has only one official university Home Page, with links to official university Web pages.~~

~~b. Departmental Web Pages~~

~~Each department has only one departmental Home Page, with links to other departmental Web pages.~~

~~Links from the departmental Home Page and departmental Web pages are the responsibility of the department chairperson and/or the departmental ICP. The top of each departmental Home Page must have a link to the departmental disclaimer. The bottom of each Departmental Home Page must contain a link to the University's Official Home Page and a mail-to address link. The bottom of all other departmental Web pages must contain the following three links: (i) to the Departmental Page Disclaimer, (ii) to the Departmental Home Page, and (iii) a mail-to address.~~

~~c. Individual Faculty and Staff Web Pages~~

~~Departments wishing to include individual faculty and staff Web pages must include a directory with the individual page disclaimer for individuals' home pages.~~

~~The top of the individual's home page must contain the Individual Page Disclaimer in full text. The bottom of the individual's home page must contain a link to the department's home page, or the university's official home page if a departmental home page does not exist, and a mail to address link. The bottom of all other individual Web pages must contain the following three links: (i) to the individual page disclaimer, (ii) to the individual home page, and (iii) a mail-to address. A directory of individual faculty and staff home pages will be maintained within the official university Web pages. This directory has the University Web disclaimer at the top.~~

~~d. Student Organization and Individual Student Web Pages~~

~~A separate server will be maintained for editing and publishing of home pages of individual students and student organizations.~~

~~A directory of student organizations and student Web pages will be made available. This page will contain the individual disclaimer at the top and all subsequent pages will also contain the individual disclaimer.~~

~~5. University Disclaimers~~

~~—All disclaimers and links to disclaimers must be readable by a text only browser.~~

- a. ~~Official university Web pages do not require a disclaimer. Official university Web pages will contain a logo or other marking to indicate their official status.~~
- b. ~~The alphabetical listing of departmental pages (A-Z index) will have the following Departmental Page Disclaimer at the top:~~

~~— It is the policy of the university to abide by and follow federal and state laws. Although individual departments provide the information found on these pages, the university reserves the right to ensure that such information is consistent with its stated mission.~~

- c. ~~All alphabetical directories of Individual Web pages have a disclaimer at the top stating the following Individual Page Disclaimer:~~

~~It is the policy of university to abide by and follow federal and state laws. The personal pages of UCA's students, faculty and staff represent individual views and do not necessarily reflect the views and/or policies of the university. The university is not responsible for the content of these pages or any links that you may follow from this server beyond this point.~~

6. ~~Department and Individual Web Servers~~

~~The University of Central Arkansas maintains the university's Official Home Page on a specified server. All official university information is maintained on this server. The content is indexed and searchable.~~

~~Departmental, faculty and staff information is also maintained on the official server. However, departments and individuals may elect to run Web servers on other computers instead. In this case, the departmental ICP or other specified individual may request that a link be established from the official server to a remote, on-campus server.~~

~~To qualify for such a link, all applicable content and design standards must be followed. Also, the server must be up and running 24 hours a day. It must have a permanent IP address assigned to it. In addition, backups must be maintained by the individual or by the department so that service can be restored if necessary. Links from the official server are subject to removal if the department or individual server is unstable, out of service or not in compliance with university policy. Links from the official server will not be established to student Web pages on servers located off campus.~~

~~Web services on all remote, on-campus servers must adhere to all applicable content and design standards as specified in this document. Appropriate disclaimers must also be included. The university reserves the right to remove remote, on-campus services which do not comply with these standards regardless of whether links have been established from the official server.~~

~~Web content of remote, on-campus servers is not included in the search engine found on the~~

official home page. Web pages on these machines, however, may of course be indexed by search engines on the Internet.

DEFINITIONS:

Home page: Initial, entry, identifying page of a collection of pages for the university, individual departments, or individuals.

Internet Content Provider: An individual selected to be responsible for authoring Web pages for a university department, program or organization.

Official server: The server maintained by the university which contains the official University information.

On-campus, remote servers: All Web servers on campus, other than the official server

System Administrator: Computing Services person who is responsible for the technical management of the university network.

Departmental Page Disclaimer: The standard disclaimer statement that must appear at the top of each university departmental home page.

University Individual Disclaimer: The standard disclaimer statement that must appear at the top of each individual home page.

Web Pages: Pages developed by university students, staff, and faculty and linked directly or indirectly to a home page.

The University of Central Arkansas website (uca.edu) is the official electronic voice of the University.

General Guidelines:

- Use of the site should not violate federal or state law.
- Use of the site should not violate copyright law.
- The site should not be used for commercial activities.
- The site should not be used to distribute unsolicited advertising.
- The site should not be used to post obscene, sexually-explicit images or remarks that are defamatory, threatening, harassing, abusive, hateful, intimidating or embarrassing to others.

This list is not comprehensive and is subject to change.

Copyright & Style:

A majority of graphics, images and text, and all UCA-related logos, seals and word-marks are protected by trademark or copyright. They may not be reproduced in any electronic or written medium without the prior written consent of UCA. For information on UCA's Graphic Standards

and Style Guide, Website Style Guide, Social Media Guidelines or Licensing, please refer to uca.edu/go/guide.

Websites:

An official website is one that communicates official information about the services, requirements, or curriculum of UCA, or one of its programs or offices and is maintained for that purpose by an academic department or administrative office. Official website content (text and images) is developed by each individual department. Once official websites are developed, they are reviewed and approved by the Web Development office before being linked to UCA's website and are subsequently monitored for compliance.

Top-level websites are maintained by the Web Development office.

A non-official website is any site that does not fall under the definition of an official website. Examples of non-official websites are personal home pages and the pages of student organizations. UCA reserves the right to remove non-official links in which content does not comply with the General Guidelines.

Websites should be well organized, clear and up-to-date. Content must be reviewed regularly to ensure continued accuracy. A regular review by the owners is the best method to ensure timeliness and accuracy. UCA will perform periodic audits and if necessary, remove or modify content.

Website authors must ensure that required copyright and trademark permissions have been obtained prior to posting copied material. Without due care and attention, copyright and trademark rights can be violated by simply "borrowing" or copying content from other sources. Violations can lead to severe penalties, which fall on both the user publishing the content and the institution hosting the material.

Links to Non-UCA Websites:

UCA assumes no responsibility for content on non-UCA sites. Website authors should consider that such links, even when clearly labeled, may be misinterpreted as being associated with the University. Users with links to pages in which they have a monetary interest should be aware of the risk of being in violation of policies regarding advertising and commercial use.

Violations of This Policy:

A Website Task Force, convened by the Director of Web Development and composed of the Vice President of University and Government Relations, as well as representatives of the faculty, the Division of University and Government Relations, the Division of Advancement, the Division of Student Services, and the University's legal counsel, will review webpages or links to determine whether they meet these guidelines and comply with applicable policies. If the task force determines that content is not appropriate or violates policies, the task force may remove or

modify the content. The content provider will be notified and may appeal, in writing, to the Website Task Force.

UNIVERSITY OF CENTRAL ARKANSAS BOARD POLICY

Policy

Number: 412

Subject: Computer Use Policy

Date Adopted: 05/05/99 Revised: 08/13

1. Introduction:

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

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

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

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

state-owned property. Rules prohibiting misuse, theft, or vandalism apply to all software, data, and physical equipment, including university-owned data as well as data stored by individuals on university computing systems.

2. Appropriate Use Guidelines:

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

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

3. Inappropriate Uses:

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

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

- Any activity that would ~~negatively~~ **adversely** affect the **proper function of the network or the use of the network by others (e.g., games, excessive chat, etc.)**;
- **Illegal** copying, **sharing** or ~~transmitting~~ **transmission of** copyrighted software or other material licensed or otherwise protected by copyright;
- Any activity that would cause another user to lose control or usage of a computer or account;
- Commercial or profit-making activities unrelated to the University's mission;
- Creating, transmitting, executing, or storing malicious, threatening, harassing, obscene, or abusive messages, images, programs, or materials;
- Misrepresenting an identity or affiliation;
- Violating university security, damaging university systems, or using computing privileges to gain unauthorized access to any university computer system and/or any computer system on the Internet;
- Any activity that violates federal, state, ~~and~~ **or** local laws, policies or regulations;
- Fundraising for any purpose unless sponsored by an official university organization with appropriate university approval;

- ~~Promoting political or religious positions or activities unless sponsored by an official university organization with appropriate university approval;~~
- Permitting another person to use ~~an~~ **one's** account;
- Accessing or using another person's account for any reason;
- Removing or defacing hardware, software, manuals, etc. from open computing labs;
- Abusing computer networks or computers at other sites connected to the networks.

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

4. Right to Privacy:

The right to privacy of e-mail and other electronic files against unwarranted or unreasonable entry or search is a basic tenet of university policies. ~~Authorized University Officials~~ **Electronic files** may **be accessed** or **entered** ~~electronic files~~ (including e-mail files) under one or more of the following conditions:

- The user requests or gives permission to the University to access an account; **or**
- Pursuant to a valid search warrant or court order.

In the situations set forth below, access must be granted by at least two of the following individuals—Director of Internal Audit; Chief of Police; Associate Vice President of Human Resources and Risk Management; or General Counsel:

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

5. Disclaimer:

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

6. Disciplinary Action:

Engaging in any activity that violates the Computer Use Policy may result in the immediate suspension of an individual's computer access privileges, other disciplinary and/or legal

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

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 413

Subject: University Equipment

Date Adopted: 11/011/01 Revised: 05/09, 08/13

1. Introduction:

The University provides an opportunity for students and other members of the university community to enhance educational experiences and expand academic knowledge by making available access to university equipment and resources. The following policy has been adopted to define responsible and ethical behavior relating to use of university equipment and resources. The policy is applicable to all university faculty, staff, and students. As a user of these resources, faculty, staff and students are responsible for reading and understanding the policy.

As a part of the physical and social learning infrastructure, the University maintains equipment and resources that are to be utilized for university-related purposes, including but not limited to, the following:

- Direct and indirect support of the University's teaching, research, and service missions;
- Support of the University's administrative functions; and/or
- Support of student and campus life activities.

All equipment and resources are the property of the University, except for personally owned equipment or resources of faculty, staff, or students. All existing federal and state laws and university regulations and policies apply, including not only those regulations that are specific to equipment, but also those that may apply generally to personal conduct and the use of state-owned property. Rules prohibiting misuse, theft, or vandalism apply to all equipment and resources.

2. Inappropriate Uses:

Faculty, staff, and students should use good judgment in the use of all university equipment and resources. Equipment and resources may be used only for legal purposes and should not be used for any purpose that is illegal, unethical, dishonest, damaging to the reputation of the University or likely to subject the University to liability.

Inappropriate uses of university equipment and resources include, but are not limited to, the following:

- Any activity that would negatively affect the use of equipment and resources by others;
- Commercial or profit-making activities unrelated to the University's mission;
- Uses of equipment and resources that are malicious, threatening, harassing, obscene, or abusive;
- Personal use of university equipment or resources;
- Any activity that violates federal, state, and local laws, policies or regulations;
- Fundraising for any purpose unless sponsored by an official university organization with appropriate university approval;
- Promoting political or religious positions or activities unless sponsored by an official university organization with appropriate university approval; and/or
- Permitting an unauthorized person to use equipment and resources.

3. Custodianship of Property:

The supervision, control, and inventory of university equipment or resources are the responsibility of the head of the department to which the property is assigned. The department head must exercise discretion in determining the university equipment that may be utilized by faculty, staff, and students. Any university equipment and resources lost, destroyed, damaged, or subject to possible theft, must be reported to both the office of inventory control and the university police department.

4. Procedures Rules and Regulations:

a. ~~Who may reserve and check out university equipment or resources?~~

- Only faculty and staff may reserve and check out equipment or resources.
- Faculty and staff must be able to demonstrate proper usage and care prior to checking out equipment or resources.
- Some equipment may require faculty and staff to complete equipment training or orientation prior to checking out such equipment or resources.
- ~~Students may not pick up university equipment or resources unless previously reserved and authorized by faculty or staff.~~

Students may use university equipment or resources at the discretion and under the supervision of the faculty or staff member who made the reservation. Students must follow the same guidelines for care and usage as faculty or staff. Faculty or staff and their departments are ultimately financially responsible for university equipment and resources, except in the event students use equipment or resources in a manner

inconsistent with the stated university-related purposes or are negligent in the care or use of the equipment or resources. In these circumstances, the student will be held personally and financially responsible for either repair and/or replacement costs.

Students may not reserve or checkout university equipment or resources. Students may pick up university equipment or resources when previously reserved and authorized by faculty or staff.

- e. As a general rule, university equipment will not be removed from the campus. However, as a community service, varying departments allow schools, clinicians, and others to utilize university equipment or resources for educationally-related purposes or in a manner consistent with the University's mission. In such instances, faculty and staff must reserve and check out the equipment or resources upon the written approval of the president or appropriate vice president. Utilization of equipment or resources in this manner will be governed by the regulations for student use.

~~b. How are university equipment or resources reserved?~~

5. Procedures:

- a. To reserve university equipment or resources maintained by Audio/Visual Services, faculty or staff must complete a request form with that office.
- b. To reserve university equipment or resources at the departmental or other unit level, faculty or staff must complete information maintained in a log in the department or unit. At a minimum, the log must include the department name, checkout date, return date, university-related purpose, the desired equipment or resources, and the reserving faculty or staff signature.
- e.—By signing either the request form or the log, faculty or staff and their departments accept full responsibility for damage, loss, and/or theft, and for the proper care and usage of the equipment or resources while in their possession. In the event faculty or staff members use university equipment or resources in a manner inconsistent with the stated university-related purpose or are negligent in the care or use of the equipment or resources, then the faculty or staff member will be held personally and financially responsible for either repair and/or replacement costs.

~~c. Are students allowed to use university equipment or resources?~~

- d. ~~Students may use university equipment or resources at the discretion and supervision of reserving faculty or staff. Students must follow the same guidelines for care and usage as faculty or staff. Faculty or staff and their departments are ultimately financially responsible for university equipment and resources, except in the event students use equipment or resources in a manner inconsistent with the stated university-related purposes or are negligent in the care or use of the equipment or resources. In these circumstances, the student will be held personally and financially responsible for either repair and/or replacement costs.~~

- e. ~~Students may not reserve or checkout university equipment or resources. Students may pick up university equipment or resources when previously reserved and authorized by faculty or staff.~~

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 414

Subject: Pets/Animals on University Property

Date Adopted: 11/011/07 Revised: _____

It is the policy of the University to permit service animals on campus to assist students, faculty, staff and visitors with disabilities. However, as a general rule, pets are not permitted on university property. Exceptions are stated below:

1. Residence Halls/Apartments/Houses: Pets are not permitted in university residence halls, apartments or houses except as stated in the *UCA Student Handbook* and as authorized by UCA Housing and Residence Life on a case-by-case basis.

2. Visitors: Other than service animals as noted above, pets must be accompanied by their owners and restrained by leash or pet carrier and properly licensed and tagged as required by local ordinances. If university officials determine that pets pose a risk to others, pet owners will be asked to remove their animals from campus.

3. Stray Animals: Stray animals that pose a threat to the health and safety of the university community will be removed from campus. Whenever possible, the University will work with the Faulkner County Humane Society to place stray animals in appropriate homes.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 415

Subject: Environmental Health and Safety

Date Adopted: 02/002/04 Revised: 08/13

1. Purpose:

The administration of the University of Central Arkansas recognizes and endorses the need and importance of providing environmentally safe work and residential spaces for all of its employees, students, and visitors. The University promotes health and safety programs and procedures based on applicable health and safety standards promulgated by state and federal agencies, including OSHA regulations, as well as published standards of nationally-recognized professional health and safety groups.

2. Environmental Health and Safety Committee:

The Environmental Health and Safety Committee oversees the implementation of the Environmental Health and Safety Policy and reports to the vice president designated by the President of the University.

a. The Committee is comprised of:

- i. Associate deans from the colleges that use hazardous materials;
- ii. **The director of the Environmental Health and Safety Office;**
- iii. The University general counsel (ex-officio, non-voting);
- iv. The director of Physical Plant or designee; and
- v. Three (3) representatives, to be chosen by the vice president, from Physical Plant and/or auxiliary operations.

The **Environmental Health and Safety** director of Physical Plant (or his/her designee) will chair the committee. The committee will meet at least once each semester of the academic year and at other times, as needed. The committee has the authority to increase its membership or to create *ad hoc* committees as appropriate to the needs of the University. The three representatives chosen by the vice president will serve staggered three-year terms.

Members of the Environmental Health and Safety Committee understands that some university committees are federally and/or state regulated and adherence to these regulations is expected. In some circumstances, the mandated minimum standards will be augmented.

b. The Environmental Health and Safety Committee will:

- i. Review environmental health and safety policies, procedures and manuals related to the use of hazardous materials that are developed by committees, units and departments;
- ii. See that regular campus-wide audits and/or surveys for regulatory compliance are conducted;
- iii. Assist with coordination of safety-related administrative initiatives;
- iv. Provide centralized environmental health and safety guidance to all areas of the University; and
- v. Monitor the effectiveness of the University's environmental health and safety program.

3. Implementation Responsibilities:

a. Provost, vice presidents, and deans will:

- i. Communicate to faculty, employees, students and visitors that health and safety are high priorities on campus and that everyone shares in the obligation to perform work in a safe, healthful, and environmentally-protective manner;
- ii. Determine appropriate levels of responsibility to provide a safe environment and to conduct operations in compliance with applicable laws, regulations and generally-accepted practices for health, safety and environmental protection;
- iii. Communicate with chairs and directors about environmental health and safety responsibilities that need to be implemented within their departments; and
- iv. Ensure that environmental health and safety responsibilities are carried out in the academic departments or administrative units for which they are responsible.

b. Chairs, directors and supervisors will:

- i. Communicate to faculty, employees, students and visitors that health and safety are high priorities on campus and that everyone shares in the obligation to perform work in a safe, healthful, and environmentally-protective manner;

- ii. Ensure that environmental health and safety responsibilities are carried out in the academic departments or administrative units for which they are responsible; and
 - iii. Monitor the implementation of health and safety programs in their units.
- c. Supervisors, department chairs, faculty and other employees with direct oversight of university activities, both academic and administrative, will:
- i. Communicate to employees, contractors, students and visitors that health and safety are high priorities on campus and that everyone shares in the obligation to perform work in a safe, healthful, and environmentally-protective manner;
 - ii. Identify hazards and ensuring that measures are implemented to eliminate or minimize those hazards;
 - iii. Provide information about workplace hazards and safety and health procedures to employees, contractors, students, and visitors;
 - iv. Supply the proper safety equipment;
 - v. Encourage prompt reporting of health and safety problems without fear of reprisal; and
 - vi. Stop work being carried out under their authority if they believe that continuation of the work poses an imminent danger to the safety or health of any person, or damage to property.
- d. Faculty, employees, contractors, students and visitors will:
- i. Comply with applicable environmental health and safety laws and regulations, university policies and accepted work practices;
 - ii. Learn about potential hazards associated with their work and work area, know where information on these hazards is kept, and use this information when needed;
 - iii. Follow safe operating procedures and guidelines applicable to their work;
 - iv. Report unsafe conditions to their supervisor without fear of reprisal; and
 - v. Participate in applicable health and safety training.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy

Number: 416

Subject: Contract Review Procedures

Date Adopted: 05/005/09 Revised: 11/09, 08/13

1. **Contract Defined:** For purposes of this policy, a “contract” is a written agreement between two or more parties, one of which is the University of Central Arkansas (“UCA” or “University”), creating obligations that are enforceable or otherwise recognizable at law. No oral agreements shall be recognized as valid or binding legal obligations of the University.

For purposes of this policy, a purchase order is a contract. If a purchase order is based upon a contract, such contract is subject to the provisions of this policy.

2. **No Contract Valid without Compliance:** No contract shall be deemed to be a valid obligation of the University unless the provisions of this policy are complied with in full.
3. **Signature Authority:** Unless otherwise provided by law or by specific policy of the Board of Trustees, only the Board of Trustees, president, provost, and vice presidents have the authority to enter into a contract to bind the University.
4. **Contract Review and Routing Procedure:** The University employee with responsibility for the contract (‘responsible employee’) shall read and review it in its entirety. By starting the process to (a) secure a purchase order, or (b) have a contract approved, the responsible employee is verifying the following matters:
 - The contract language accurately reflects the current state of negotiations;
 - The contract meets programmatic and UCA requirements;
 - The contract is in the best interest of UCA;
 - UCA can comply with the terms of the contract; and
 - The contract is sufficiently clear and consistent.

The responsible employee shall contact the Purchasing Office to ensure that such office has either acknowledged that state purchasing laws and regulations have been complied with, or that such laws and regulations do not apply.

In addition, the responsible employee shall ensure that if matching funds are to be used as part of the contract that the office/department of the University responsible for securing such funds has been contacted and has agreed, in writing, to supply such funds.

If the University of Central Arkansas Foundation, Inc. is to supply private funds under the contract, the responsible employee shall also transmit a copy of the contract to the President of the Foundation for a determination of whether or not the approval of the Foundation and/or its Board is required.

After review, the responsible employee shall indicate his/her approval and certification to the matters above by signing a routing form.

The responsible employee shall then deliver the contract to the Office of General Counsel. The general counsel will review each contract to assure the following:

- The contract does not contain any prohibited clauses;
- The contract is consistent with federal and state laws;
- The contract is consistent with UCA policies;
- Risk management concerns have been reasonably addressed; and
- The contract is consistent with any predecessor documents.

No contract may be entered into by the University except with the approval of the Office of General Counsel.

The Office of General Counsel shall ~~prescribe~~ **develop and maintain all** forms necessary to ensure **compliance with** the steps set forth above ~~are taken and have been complied with.~~

5. **Contract Approval Process:** Once the steps set forth above have been taken, the following approvals must be secured prior to the execution of the contract by any official of the University:

- a. The Board of Trustees must approve the following contracts:
 - i. Any contract ~~which~~ **that** will require the University to expend funds, at any time, in excess of \$250,000; or
 - ii. Any contract with a term exceeding one (1) year, unless the Office of General Counsel certifies, in writing, that the contract may be terminated by the University on the giving of written notice of ninety (90) days or less.
- b. The Chair of the Board and the University President must approve any contract ~~which~~ **that** will require the University to expend funds, at any time, in the amount of \$100,000 to \$249,999.
- c. The President of the University must approve any contract ~~which~~ **that** will require the University to expend funds, at any time, of an amount up to \$99,999, although the president may delegate to the provost or any vice president the authority to sign contracts up to \$49,999.

6. **Exemptions from Contract Approval Process:** The following contracts are exempt from the “Contract Approval Process” above:
- a. Any contract ~~which~~ **that** provides for professional or clinical training for students of the University and ~~which~~ **that** does not require the expenditure or payment of any university funds to a third party; and
 - b. Any contract arising out of or related to an external grant administered through the Office of Sponsored Programs and ~~which~~ **that** does not require the expenditure or payment of any University funds to a third party.

Notwithstanding the foregoing exemption from the Contract Approval Process, such contracts must still be processed through the routing procedures set forth herein, as well as be reviewed by the Office of General Counsel. Such contracts, after appropriate review, shall be signed by the provost.

Any person who enters into a contract that purports to bind UCA without following these steps is acting without authority and could be held personally liable for the contract.

7. **Certain Provisions Incorporated by Reference:** It is hereby declared to be the policy of the University that any contract to which the University is a party shall be deemed to have the following provisions incorporated by reference:
- a. ***“Notwithstanding any other provision of this agreement or contract, the University of Central Arkansas shall not be responsible or liable for any type of special or consequential damage to the other party, specifically including, but not limited to, lost profits or commissions, loss of goodwill, or any other damages of such nature.”***
 - b. ***“Notwithstanding any other provision of this agreement or contract, the University of Central Arkansas shall never indemnify or hold another party harmless from any damages, liability, claims, demands, causes of action or expenses. However, with respect to any loss, expense, damage, liability, claim or cause of action, either at law or in equity, for actual or alleged injuries to persons or property, arising out of any negligent act or omission by UCA, or its employees or agents, in the performance of this agreement, UCA agrees that:***
 - i. it will cooperate with the other party to this agreement in the defense of any action or claim brought against the other party seeking damages or relief;***
 - ii. it will, in good faith, cooperate with the other party to this agreement should such other party present any claims or causes of action of the foregoing nature against UCA to the Arkansas State Claims Commission;***
 - iii. it will not take any action to frustrate or delay the prompt hearing on claims of the foregoing nature by the Arkansas State Claims Commission, and will make reasonable efforts to expedite any hearing thereon.***

UCA reserves the right, however, to assert in good faith any and all defenses available to it in any proceedings before the Arkansas State Claims Commission or any other forum.

Nothing herein shall be interpreted or construed to waive the sovereign immunity of UCA.”

- c. *“The University of Central Arkansas does not have any form of general liability insurance. It does have liability insurance coverage on vehicles, as well as certain professional liability coverage for clinical programs (and students assigned through those programs). Please contact the university department with responsibility for the program involved or the Office of General Counsel, if you have questions concerning insurance coverage.”*
8. **Notice to Other Persons and Entities:** The responsible employee of the University, the Office of Purchasing and all university departments shall ensure that all persons or entities dealing with the University on any contracts shall be made aware of this policy and all of the provisions hereof.
9. **Personnel Actions:** No contract or decision to hire a person for employment at UCA shall be official until signed by the President. Furthermore, no offer of employment shall be deemed to be valid and binding on the University until approved by the President. Salaries of appointed personnel shall not be paid unless the personnel action forms have been completed.
10. **Effective Date:** This policy is effective from and after July 1, 2009.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 418

Subject: Protection of Minors on Campus

Date Adopted: 05/105/12 Revised: 08/13

The University of Central Arkansas is strongly committed to maintaining a safe and secure environment for minors (those persons under the age of eighteen [18]). For purposes of this policy, the term “minor” and “children” are used synonymously. This policy sets forth the process to follow in order to protect minors on campus or participating in university-related programs, and to comply with all applicable laws and university policies.

1. Reporting Suspected Child Maltreatment

Any university employee or volunteer who reasonably suspects or observes child maltreatment should immediately report the following (in the case of a mandated reporter, the following must be reported immediately):

- a. Report, as required by Arkansas law, the suspected maltreatment to the Arkansas Child Abuse Hotline at 1-800-482-5964. This hotline is toll-free and is staffed 24 hours per day. (In a non-emergency situation only, a report form available at http://www.arkansas.gov/reportARchildabuse/report_child_abuse.html may be faxed to 501-618-8952.)
- b. Report the suspected maltreatment to the University of Central Arkansas Police Department at 911 or 501-450-3111. This must occur immediately after the Hotline report is made. After receiving a report of suspected maltreatment, UCAPD shall promptly coordinate an appropriate response with state officials and local law enforcement. In addition, UCAPD shall notify the appropriate vice president **regarding** any program, location, or employee involved in the allegations.

Immediate action is necessary in order to protect children present on the University of Central Arkansas campus or participating in university-related programs and is required by law for mandated reporters. Arkansas law prohibits any person from prohibiting or requiring prior permission for any mandated reporter to make a report of suspected maltreatment. A person, acting in good faith, who makes a report of suspected maltreatment, is immune to civil or criminal liability for making the report. In addition, the University prohibits retaliation against any person who makes a good-faith report of child maltreatment.

Appendix A to this policy provides information regarding who is a mandated reporter and defines child maltreatment. A mandated reporter who fails to report child maltreatment may be subject to civil or criminal consequences.

Questions regarding mandatory reporting obligations should be directed to the Office of General Counsel.

2. Background Checks

The University of Central Arkansas requires background checks on persons who are assigned certain job duties. All departments with programs or personnel involving care or supervision of minors must review and ascertain whether the department has identified all positions (including part-time and student worker positions) that must be subjected to criminal background checks (including sex offender checks) as part of the hiring process.

Questions regarding background checks should be directed to the Office of Human Resources.

3. Camps and Other Programs, Activities or Locations Involving Minors

Numerous university departments may operate, host programs, or permit third parties to use university facilities involving minors, such as camps. All campus departments should carefully review all **operated or hosted** programs ~~that are operated or hosted, which that~~ include participation by minors or locations that are frequented by minors, to determine whether additional training or protocols may be needed to help prevent child abuse.

For example, departments that operate camps or similar on-campus programs should consider whether further training on the prevention of child sexual abuse or additional policies governing staffing patterns and interactions between minors and adults is needed. Departments should prohibit or strictly limit staff from being alone with children, especially in a place that is isolated or not easily visible to others.

Departments that operate facilities or locations frequented by children, and where inappropriate actions could occur, should consider whether additional policies or measures are needed.

Campus departments that host camps operated by non-university entities should require that contracts with such entities may address such elements as criminal background checks, staffing patterns, training and insurance/liability.

Appendix A: Mandated Reporters & Child Maltreatment

Pursuant to Ark. Code Ann. § 12-18-402(a), certain public officials, including “school officials,”¹ are required to report instances of suspected child maltreatment. Specifically, Arkansas law requires such “mandated reporters” to report if they: (1) have reasonable cause to suspect that a child has been subjected to child maltreatment or has died as a result of child maltreatment or (2) observe a child being subjected to conditions or circumstances that would reasonably result in child maltreatment. “Child Maltreatment” is defined in Ark. Code Ann. § 12-18-103(6) as “abuse, sexual abuse, neglect, sexual exploitation, or abandonment.”

A regulation recently issued by the Arkansas Department of Human Services indicates that “school officials” required to report maltreatment includes “any person authorized by a school to exercise administrative or supervisory authority over employees, students or agents of the school,” and also includes “a volunteer exercising administrative or supervisory authority in a program conducted by a school.”² Furthermore, under the regulation, the definition of “school” includes any “two-year or four-year college or university.”³ Failure to report child maltreatment by a mandated reporter may have civil or criminal consequences. Aside from persons who are required to report, Arkansas law provides that any person who has reasonable cause to suspect or observes child maltreatment may make a report.

¹ Individuals designated as “mandated reporters” also include, but are not limited to, child care workers, nurses, medical personnel, resident interns, mental health professionals, peace officers, physicians, domestic abuse advocates, rape crisis advocates or volunteers, victim assistance professionals or volunteers, school counselors, social workers, and teachers. Ark. Code Ann. § 12-18-402.

² Ark. Dept. of Human Servs., Div. of Children and Family Servs., Policy & Procedure Manual, Appendix I: Glossary.

³ Id.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 419

Subject: Sex Offender Notification

Date Adopted: 05/005/09 Revised: 08/13

1. Purpose:

The purpose of this policy is to provide timely and appropriate notification, in compliance with state and federal law, regarding registered sex offenders on campus. Specific details of any notification will be determined on a case-by-case basis as described herein. In addition, this policy is designed to implement provisions of Ark. Code Ann. § 12-12-913(g)(1)(4) which requires the board of trustees of an institution of higher education to adopt a written policy regarding the distribution to students of information regarding a sex offender in accordance within established guidelines and in compliance with federal and state law.

2. Policy:

The UCA Chief of Police or designee will serve as the point of contact for the receipt of information concerning registered sex offenders who are employed by or attend the University of Central Arkansas. The UCA Chief of Police or designee will, in coordination with the City of Conway Chief of Police or designee and relevant campus officials, participate in the preparation of a written notification plan taking into consideration the provisions of Arkansas Code Annotated § 12-12-901, et seq., and the guidelines established by the Arkansas Sex Offender Assessment Committee, specific needs of the campus, and other relevant information as may be determined by law enforcement and/or campus

officials. The written notification plan shall include the names of those participating in the plan, and the date the plan was completed. A Sex Offender Notification Letter and Sheet will also be prepared for each offender. In the event there is a concern with the notification plan from either law enforcement or campus non-law enforcement officials, final authority for the plan rests with law enforcement.

3. Authority:

- a. The Campus Sex Crimes Prevention Act (section 1601) {(42 U.S.C. § 14071(j) and 20 U.S.C. § 1092(f) (1) (I)} provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. This act requires sex offenders who are required by law to register in a state, to also provide notice of each institution of higher education in that State where the person is employed, carries on a vocation, or is a student. This law also requires that institutions of higher education issue a statement advising the campus community of the availability of this information.
- b. Ark. Code Ann. § 12-12-913(b) provides that “[l]ocal law enforcement agencies having jurisdiction shall disclose, in accordance with guidelines promulgated by the [Arkansas] Sex Offenders Assessment Committee, relevant and necessary information regarding offenders to the public when the disclosure is relevant and necessary for public protection.”
- c. Ark. Code Ann. § 12-12-913 (e)(1) states that the law enforcement agency “shall make a good faith effort to conceal the identity of the victim or victims of the sex offender's offense.”
- d. Ark. Code Ann. § 12-12-913(j)-(k), provides that certain information regarding particular categories of offenders shall be public, and that such information shall be provided on the State of Arkansas’ Internet home page by the Arkansas Crime Information Center (ACIC).
- e. Ark. Code Ann. § 12-12-913(g)(1)(2) requires the Arkansas Higher Education Coordinating Board of the Department of Higher Education to promulgate guidelines for the disclosure of information regarding registered sex offenders when such information is released to an institution of higher education by a local law enforcement agency having jurisdiction, and requires institutions of higher education to adopt a written policy in accordance with such guidelines.
- f. Ark. Code Ann. § 12-12-913(g)(1)(4) requires the board of directors of an institution of higher education to adopt a written policy regarding the distribution to students of information regarding a sex offender in accordance with those guidelines.
- g. Ark. Code Ann. § 5-14-128 makes it unlawful for a Level 3 or Level 4 registered sex offender to reside within 2,000 feet of property on which any public or private elementary or secondary school or daycare facility is located. All university-affiliated residential facilities on the University campus fall within this restriction.

4. Procedure:

- a. Any person who is required to register as a sex offender in Arkansas shall provide notice as required under state law. The offender is required to report such information concerning their enrollment or employment with the University and to make this information available promptly to the University of Central Arkansas Police Department (UCAPD).
- b. Students and employees who are required to register as a sex offender in Arkansas and who fail to do so will be subject to immediate arrest and exclusion from the University of Central Arkansas.
- c. In consultation with the Conway Police Department or other appropriate law enforcement agencies, the University of Central Arkansas Police Department (UCAPD) shall have primary responsibility for preparing and carrying out a notification plan that is appropriate with regard to specific registered sex offenders enrolled in, attending or employed by the University of Central Arkansas.
- d. A standing Sex Offender Notification Committee will be convened by the Vice President for Finance and Administration in order to assist the UCA Police Department in developing general guidelines and practices concerning notification procedures and in determining the extent and method of notification that may be appropriate with regard to specific offenders in compliance with state and federal law and consistent with the educational purpose of the University. The Vice President for Finance and Administration, in collaboration with other appropriate university officials, will convene the Sex Offender Notification Committee when necessary. The Sex Offender Notification Committee shall be composed of the following university administrators:
 - i. Vice President for Finance and Administration (chair)
 - ii. Vice President for Student Services (co-chair if sex offender is a student)
 - iii. Provost or designee
 - iv. Chief of Police
 - v. General Counsel
 - vi. Dean of Students
 - vii. Associate Vice President for Human Resources
 - viii. Director of Housing
 - ix. Director of Counseling Center
 - x. Director of Admissions
- e. A written summary of campus guidelines and the notification plan for each offender will be maintained in the University of Central Arkansas Police Department. Determinations regarding notifications will be made by UCAPD, in consultation with the Committee and other appropriate campus officials (e.g., head of the affected unit), local law enforcement officials, or treatment specialists on a case-by-case basis and shall be guided by the

offender's risk assessment level in accordance with guidelines established by the Arkansas Sex Offenders Assessment Committee.

- f. Consistent with state guidelines, the notification plan should include who will be notified and who participated in preparation of the plan, the approval of the UCA Chief of Police or designee, and the date the plan was made. Furthermore, the plan should include a sex offender notification letter and sex offender notification sheet. The record should also indicate the dates of notification. When the risk assessment is not available or has not yet been completed, a review of all available information will occur, which may include consultation with an appropriate professional, and notification may be made on the basis of the available information pending the assignment of a risk assessment level by state officials.
- g. The Dean of Students and Director of Housing will be notified whenever the UCA Police Department has received notice of any student ~~that~~ who has been designated a Level 3 or Level 4 offender who resides in university-affiliated housing. In compliance with state law, any such offender shall be required to vacate any university-affiliated housing immediately, including all residence halls and fraternities and sororities. Furthermore, the University reserves the right to exclude from university-affiliated housing, or to modify the housing assignment for, any other student who is required to register as a sex offender.
- h. Any concerns or disagreements about notification plans or procedures between the University and local law enforcement agencies shall be discussed and resolved between the UCA Chief of Police and the head of the relevant agency, or their respective designees.
- i. Information regarding all public notices of level 3 and level 4 sex offenders who are registered with the University of Central Arkansas Police Department is available on the Police Department website at <http://www.uca.edu/ucapd> and the official Sex Offender Registry in Arkansas at the Arkansas Crime Information Center website at <http://www.acic.org/Registration/index.htm>.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 420

Subject: University Police Use of Force and Firearms

Date Adopted: 06/806/81 Revised: 08/81, 08/94, 08/13

1. Policy:

~~The University recognizes and respects the value and special integrity of each human life. In vesting University police officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Therefore, it is the policy of the University that police officers shall use only that force that is reasonably necessary to effectively bring an incident under control, while protecting the lives of the officer or another. Use of deadly force by a police officer is authorized to defend the officer or others against deadly force or the threat of imminent deadly force.~~

2. Procedure:

a. Training: ~~All officers will be required to adhere to the following training requirements:~~

- ~~i. No officer will be allowed to carry a firearm on duty until the officer has received a basic course of instruction in the use of firearms and has qualified with his duty weapon as certified by the UCA Police Rangemaster.~~
- ~~ii. The UCA Police Department shall schedule regular training and qualification sessions for all officers which shall be graded on a pass/fail basis. Such training and qualification requirements will be held at least twice annually. Routine training will be scheduled at least three additional times annually.~~
- ~~iii. Police officers who fail to receive a passing score with their duty weapon(s) in accordance with department testing procedures shall be relieved of their police powers and immediately reassigned to non-enforcement duties.~~
- ~~iv. A police officer shall not be permitted to carry any weapon with which he has not been able to qualify during the most recent qualification period.~~

b. Types of Firearms Authorized: ~~All University police officers shall be armed at all times when on duty with a firearm approved by the Chief of University Police.~~

c. Ammunition: ~~The only ammunition authorized for a University police officer to have in his possession while on duty will be that ammunition issued, or approved, by the Chief of University Police. High powered ammunition is strictly prohibited.~~

- d. ~~Drawing a Weapon in the Line of Duty:~~ Should an officer on duty need to draw his weapon in response to a critical incident not requiring the subsequent use of force, the officer shall indicate his actions and justification in an Incident Report. A copy of the Incident Report will be forwarded to the Field Operations Captain and the Chief of University Police for review and disposition. A report will be forwarded to the Vice President for Administration.
- e. ~~Discharge of Firearm Permitted:~~ A police officer may discharge a weapon under the following circumstances:
- i. ~~When deadly force is justified in protecting an officer or a third party.~~
 - ii. ~~During range practice or competitive sporting events.~~
 - iii. ~~To destroy an animal that represents a threat to public safety, or as a humanitarian measure where the animal is seriously injured.~~
- f. ~~Prohibited Actions with Firearms:~~ Police officers shall adhere to the following when their weapon is exhibited:
- i. ~~Except for maintenance or during training, police officers shall not draw or exhibit their firearm unless circumstances create reasonable cause to believe that it may be necessary to use the weapon in conformance with this policy.~~
 - ii. ~~Warning shots are prohibited.~~
 - iii. ~~Police officers shall not fire their weapons at or from a moving vehicle when the risk of a stray or missed shot may reasonably be inferred to endanger another, except when necessary to protect the officer or another person from imminent danger of physical injury.~~
 - iv. ~~Firearms shall not be discharged when it appears likely that an innocent person may be injured.~~
- g. ~~Deadly Force Defined:~~ Any use of force that is likely to cause death or serious bodily harm.
- h. ~~Deadly Force Authorized:~~ Police officers are authorized to use deadly force in order to:
- i. ~~Protect the police officer or others from what is reasonably believed to be an immediate threat of death or serious bodily harm; or~~
 - ii. ~~Prevent the escape of a fleeing felon whom the officer has probable cause to believe will pose an imminent threat to human life should escape occur.~~

~~i. Warning Required when Feasible Before using deadly force, police officers shall identify themselves and warn the suspect, whenever feasible.~~

~~j. Reporting Use of Deadly Force: A written report prepared according to police department procedures will be required in the following situations:~~

~~i. When a firearm is discharged outside of the firing range.~~

~~ii. When a use of force results in death or serious injury.~~

~~The police officer's immediate supervisor, or in his absence, the senior ranking officer will respond to the scene for an evaluation of the case where an officer or other person receives serious injuries as a result of an enforcement action. The supervisor or senior officer will complete a thorough report of the incident including, but not limited to, the following information:~~

- ~~• Name of the officer discharging the firearm.~~
- ~~• Date and time of incident.~~
- ~~• Type, caliber, and serial number of the firearm discharged.~~
- ~~• Type of ammunition fired.~~
- ~~• Number of shots fired and direction fired.~~
- ~~• A diagram showing location of objects and people directly involved.~~
- ~~• Description of person or object fired at. All identifying information will be included.~~
- ~~• A list of all witnesses to the incident.~~
- ~~• Whether or not object fired at was moving, standing, or barricaded, and direction of travel if moving or in a vehicle.~~
- ~~• Results of the shot(s) fired. (Extent of wounds, other objects struck, etc.)~~
- ~~• Name of all department personnel present at the time of the incident or subsequently responding to the scene of the incident.~~

~~The supervisor or ranking officer will forward a memorandum through channels to the Chief of police when additional comments are appropriate.~~

~~k. Officer's Responsibility: A University police officer who discharges a firearm except at an approved range, or otherwise uses deadly or other force either accidentally or in the performance of a police duty, or who discharges a firearm accidentally, will submit in addition to an Incident Report, a detailed written report of the circumstances through~~

channels to the Chief of University Police.

- ~~l. Command Officer's Responsibility: When a firearm is discharged, but does not result in injury or death, a Command Officer will conduct a thorough investigation of the circumstances involved. The investigating Command Officer will then submit a detailed written report of the results of the investigation through the chain of command to the Chief of Police. This report will also contain the Command Officer's observations and conclusions. A report will be forwarded to the Vice President for Administration.~~
- ~~m. Investigation Required: The Chief of University Police will be contacted and will respond to the scene of any serious injury or death caused by an enforcement action. The Chief of University Police will appoint a command-level officer to conduct an internal investigation. The Chief of University Police may elect to request that a concurrent police jurisdiction assist with the investigative process. The Chief of University Police will review the completed investigation and formally accept or reject the findings. Rejection of the findings must be made with written justification. A report will be forwarded to the Vice President for Administration.~~
- ~~n. Suspension from Duty Required: Where a police officer's use of force causes death or serious injury, the officer shall be placed on suspension with pay after completing all internal investigative requirements, and until it is determined by a mental health professional that the police officer is ready to return to duty. While on suspension the officer shall be available during normal University business hours for official interviews and statements regarding the case and shall be subject to recall to duty upon reasonable notice.~~
- ~~o. University Review: All uses of deadly force will be reviewed by a panel appointed by the President of the University. The panel will consist of the Chief of University Police and the Vice President for Administration or their designees. The panel will include two (2) additional members appointed by the President. The panel will review all reports submitted by Department personnel and may conduct additional interviews as necessary. The panel will recommend to the President appropriate disposition of the incident under review including appropriate personnel action. If the act is found to be justified, the officer will be reinstated. If the act is found to be unjustified, the officer will be subject to appropriate disciplinary action which may include dismissal from the department.~~
- ~~p. Departmental Administrative Review: The Chief of University Police will review all reported uses of force to determine whether:
 - ~~i. Department rules, orders or procedures were violated.~~
 - ~~ii. The relevant policy was clearly understandable and effective to cover the situation.~~
 - ~~iii. Department training is currently adequate.~~~~

~~In addition, the Chief of University Police will take the following actions with regard to use of force:~~

- All findings of policy violations or training inadequacies shall be reported to the appropriate unit for resolution and/or discipline.
- All use of force incident reports shall be retained for a minimum of five years.
- There will be regular review of use of force incidents by all command staff to ascertain training and policy needs.
- An annual summary report of use of force incidents will be published and made available to the President of the University.

Subject to the direction of the President or his/her designee, the chief of police is charged with the management and control of the University of Central Arkansas Police Department. It is the role of the chief of police to develop values, philosophies, principles, policies and strategies that are supported by the university community and the police department and that afford the department the capacity to fulfill its agreed upon mission.

To meet the aforementioned obligations, the chief of police shall develop, maintain and update a manual of policies, standards, and procedures that is consistent with federal and state laws and university policies and that guides the day-to-day legal and ethical functioning of the police department.

The chief of police shall establish appropriate protocols and systems to ensure the following: (1) all sworn law enforcement officers receive adequate training on operating policies and procedures, (2) routine inspections and reviews are conducted to ensure satisfactory compliance, (3) operating policies and practices remain current, consistent with federal and state laws and guidance provided by relevant federal and state case law, and (4) reflect and incorporate accepted and national best practices for law enforcement agency policies and standards, such as those developed by the National Law Enforcement Policy Center of the International Association of Chiefs of Police, the Commission on Accreditation of Law Enforcement Agencies, and other national and state law enforcement organizations.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 421

Subject: Traffic and Parking Regulations

08/90, 08/91, 04/92, 03/93, 05/93, 05/94, 05/95,
05/96, 05/97, 06/02, 05/03, 05/09, 02/10, 05/12,

Date Adopted: 04/80, 4/89

Revised: 08/13

1. Administrative Policy:

In accordance with ~~A.C.A.~~ **Ark. Code Ann. §25-17-307**, the Board of Trustees of the University of Central Arkansas has established regulations for the operation and parking of motor vehicles on the UCA campus. These regulations apply to all faculty, staff, students, and others utilizing the land and streets owned or controlled by the University of Central Arkansas. The University Police Department is the jurisdictional law enforcement agency empowered under State statutes to enforce all parking and traffic regulations of the University of Central Arkansas and the State of Arkansas on all campus and university controlled properties and those streets adjacent to campus properties.

- a. Any appropriately-licensed driver choosing to park an automobile on campus or on other UCA-owned or -controlled properties may do so, provided a parking permit is obtained and provided the driver understands that the permit neither obligates the University to set aside a space for every vehicle nor allows the driver to violate parking regulations.
- b. The University reserves the right to restrict the use of an automobile on university property if the owner or driver has abused the privilege of operating a vehicle on campus.
- c. The University assumes no responsibility for a vehicle or its contents.
- d. Any motor vehicle parked on property owned or controlled by the University, including metered parking, and under the control of a faculty member, staff member or student must properly display a valid UCA parking permit.
- e. Failure to pay fines will result in the blocking of pre-registration or the withholding of transcripts or pay and refund checks.
- f. A ticketed vehicle continuing in violation may be ticketed again as long as the violation continues. Overtime parking will be ticketed every two hours.
- g. An illegally parked, but non-ticketed vehicle, is not an indication that the regulation being violated is no longer in effect.

- h. UCA Police officers may issue, as deemed appropriate by the issuing officer, a campus citation or district court citation for violations of Arkansas State traffic laws and/or UCA parking **and** traffic rules and regulations. District court citations cannot be dismissed by the University, and failure to respond to these citations will result in a warrant of arrest issued by the district court.
- i. Occupants of residence halls are requested not to drive to class, the cafeteria, or other campus areas between the hours of 6:30 a.m. and 4:30 p.m., Monday through Friday.
- j. A traffic ticket or any other communication from a university police officer is an official university notice. Recipients who do not respond to such a communication face disciplinary and/or legal action.
- k. The Arkansas Crime Information Center furnishes the University Police Department with information on the owners of vehicles not displaying a permit that receive tickets. These tickets are then issued to the faculty/staff member or student whose home address matches those on the listing.
- l. Use of any parking permit acquired through fraudulent, or otherwise improper means, will be considered theft of services from the University of Central Arkansas. Parking permits will be confiscated and parking privileges may be taken away.

2. Traffic and Parking Services Office:

The University Police Department is located at the intersection of W.J. Sowder and Marian Ross Streets. The department's Traffic and Parking Services Office is open for payment of traffic fines and purchase/distribution of parking permits between 8:00 a.m. and 4:00 p.m., Monday through Friday. All registered students and employees may obtain their parking permit at the University Police Department 24 hours a day except for registration and fee payment days. **Temporary parking permits and parking and traffic information can also be obtained at the University Police Communications Center 24 hours a day.** As a service to the university community, the department's lobby and communications center is never closed.

3. Student Parking Permits:

- a. Students who park vehicles on campus are required to immediately obtain and display a parking permit. The parking permit is a transferable, repositionable polymer decal registered in the name of the student.
- b. Students should obtain their parking permit at the University Police Department. ~~or such other place that~~ **A different location** may be designated **during** ~~on~~ **times of** registration and ~~university~~ fee payment ~~days~~.
- c. **The decal must be affixed on the inside, lower corner of the windshield on the driver's side with the front side of the permit facing out.** Failure to properly display

the decal will result in the issuance of a citation.

- d. All student permits expire on August 15, every year. Continuing students must obtain a new permit each fall semester.
- e. Students who forget to bring their parking permit to campus must obtain a temporary parking permit from the University Police Department prior to parking on university property. Temporary permits are issued free of charge to students.

4. Faculty and Staff Parking Permits:

- a. Faculty and staff of the university who park vehicles on campus are required to immediately purchase and display a parking permit. Student employees are not eligible for staff parking. The parking permit for all faculty and staff employees is a transferable, repositionable polymer decal registered in the name of the employee.
- b. Only one parking permit may be issued to each university employee of the University. The permit should be transferred to any vehicle the employee parks on the campus.
- c. **The decal must be affixed on the inside, lower corner of the windshield on the driver's side with the front side of the permit facing out.** Failure to properly display the decal will result in the issuance of a citation.
- d. Employees who forget to bring their parking permit to campus must obtain a one-day temporary parking permit from the University Police Department prior to parking on university property. One-day permits are issued free of charge for employees who possess a regular parking permit.
- e. Employees who have lost their parking permit may obtain a replacement permit at a cost of \$5.00. Holders of permits are prohibited from selling or otherwise transferring their permit to another faculty/staff member or student.
- f. The parking permit must be returned to the University Police Department upon termination of employment with the University of Central Arkansas.
- g. A temporary staff permit is available to temporary or extra-help employees whose appointments are for a limited period of time. The fee for a one-month temporary staff permit is \$12.00. The fee paid for monthly temporary permits may be used to off-set the cost of a regular employee parking permit should the employee's appointment be extended.
- h. Relatives of faculty or staff members are not eligible for a faculty/staff permit and may not park in faculty/staff parking areas unless they themselves are regular employees of UCA. Each parking permit is valid only for use by the person to whom it is issued. Misuse of a faculty/staff parking permit may result in loss of parking privileges for both the faculty/staff member and the violator.

5. Disabled Parking:

- a. Disabled parking spaces are provided for the benefit of physically-challenged persons. These spaces are designated by disabled signs and/or appropriate markings. Unauthorized use of disabled parking spaces, including the loading/van access areas marked by striping, may result in fines as well as towing and associated costs.
- b. Physically-challenged persons must obtain a blue disabled permit and must furnish the university police with proof of issuance of a disabled permit or license plate by the Arkansas Department of Finance and Administration. Such proof shall be the "Disabled Person's Access to Parking Application Form" issued by the state with the special plate or placards.
- c. Temporary disabled parking permits will be issued only to persons who have obtained and displayed a regular UCA permit. Upon obvious, visible disability, a temporary disabled permit will be issued for a period of 3 - 5 days. Temporary disabled permits for a longer period of time, not to exceed 30 working days, will be issued only with a letter from a physician stating a need for a disabled parking permit and the length of time it is needed.

6. Visitor Parking:

- a. Visitors to the campus should obtain a visitor's permit at the University Police Department prior to parking on campus. These permits will be issued after presentation of a valid driver's license. A visitor who receives a citation for a violation of the UCA parking rules, other than parking in a no parking area or disabled parking space, may bring or mail the citation to the University Police Department, and it will be voided. Visitors may not park in a no parking or disabled parking areas. Violation of no parking or disabled parking statutes will result in a district court citation with fines set by the district court. District court citations cannot be dismissed by the University and failure to respond to these citations will result in a warrant of arrest issued by the district court.
- b. Between the hours of 6:30 a.m. and 4:30 p.m. Monday through Friday, visitor parking is provided only for persons who are not registered students or employees of the University. Students or employees parking in visitor parking between those hours, whether a student or faculty/staff parking permit is or is not displayed, will be subject to citation. Faculty, staff and students are not allowed to use a visitor's temporary permit. The temporary permit will be confiscated if used by an unauthorized individual. Parking privileges may be taken away from those involved. Faculty, staff and students may park in visitor parking between the hours of 4:30 p.m. and 6:30 a.m. Monday through Friday and all day Saturday and Sunday.

7. Meter Parking:

- a. Meter parking is designated for short-term, convenience purposes. Holders of all types of

UCA permits, except disabled parking permits, are required to pay when parking at parking meters in metered spaces.

- b. Unless otherwise indicated by a sign, all metered parking spaces are limited to two hours and enforced from 8:00 a.m. to 4:30 p.m. Monday through Friday. Fifteen-minute loading/unloading meters are enforced 24 hours a day, 7 days a week.
- c. A UCA parking permit is required in order to park at any metered parking space.
- d. Parking at a broken or non-functioning meter during the hours the meter is enforced is a violation and may result in a citation.

8. Motorcycles:

Motorcycles, mopeds and motorbikes are not permitted on campus except in designated parking areas located on the perimeter of the campus. Motorcycle drivers must enter and depart the campus at the location nearest these parking areas. Motorcycle permits must be placed where they are easily seen.

9. Bicycles:

Persons riding bicycles must obey all rules of the road established for motor vehicles. Bicycles shall be parked in racks provided on campus. Bicycles parked in access ways, on sidewalks, in areas which may obstruct disabled access or in any other improper location will be subject to citation and impoundment. Impounded bicycles may be claimed at the University Police Department after all fines are paid.

10. Method of Payment:

- a. All parking permits may be obtained at the University Police Department or at other specially-designated areas during fall, spring and summer registration and fee payment.
- b. Payroll deduction is an available option as a form of for permit fee payment for full-time faculty and staff. The annual fee will be deducted in eight (8) equal installments beginning with the September paycheck for all continuing employees. For those employees appointed after the start of the fall semester begins, the parking permit fee will be deducted in installments beginning with the employee's first paycheck. If an employee who terminates employment before the entire annual fee is collected in full, will have the remaining balance will be deducted from his/her their final paycheck.
- c. Students or employees who have lost their parking permit may obtain a replacement permit at a cost of \$5.00.

11. Permit Fees:

- a. Student Permits – The cost for student parking permits is included in the security &

access fee assessed for each academic term. Students must obtain their hanging permit from the Police Department's Parking & Traffic Services office and display it in their vehicle in order to avoid a citation or impoundment.

- b. Faculty/Staff Permits – The cost for faculty/staff parking permits is \$60.00 per academic year or \$30.00 for the summer terms only. Monthly faculty/staff permits are available for \$12.00 per month. The cost for of the monthly permits may be applied toward the full fee permit.
- c. Motorcycle Permits – The cost for motorcycle permits for faculty/staff is \$10.00. The cost of motorcycle permits for students is included in the security and access fee.
- d. Permit fees are subject to change without notice.

12. Parking Area Assignments and Hours:

- a. **Faculty/Staff Parking** - Areas marked “Yellow Area” with yellow signs, yellow lines, or yellow parking blocks are reserved for faculty and staff vehicles displaying current yellow hanging permits.
- b. **Resident Parking** (on-campus residence halls and UCA-owned or -controlled apartments and houses other than residence halls) - Areas marked “Resident Parking” with green signs, green lines, or green parking blocks are reserved for student vehicles displaying current green UCA hanging permits. Green decals are available only to students residing in campus residence halls or UCA-owned or -controlled apartment complexes.
- c. **UCA Permit Parking** - Areas marked “UCA Permit Parking” with white signs, white lines, or white parking blocks are reserved for student or faculty/staff vehicles displaying any current UCA permits.
- d. **Disabled Parking** - Areas marked for disabled access are *always* reserved for vehicles displaying current blue decals.
- e. **Visitor Parking** - Areas marked for visitors are reserved for persons who are not employees or students of the university.

Between 4:30 p.m. and 6:30 a.m., Monday through Friday, visitor areas, faculty/staff areas, and UCA permit parking areas are interchangeable. (Summer Hours are from 2:30 p.m. to 6:30 a.m.) They are interchangeable all day Saturday and Sunday. A current UCA decal must be displayed. Residence hall parking, reserved parking spaces for residence hall directors and physicians, disabled parking spaces, and all other parking spaces or parking lots as posted are not interchangeable and are enforced 24 hours a day, seven days a week.

13. Driving Regulations:

- a. All traffic and motor vehicle laws of the State of Arkansas are applicable on UCA property and will be enforced by university police officers. Violation of state traffic and motor vehicle laws may subject the driver to a district court citation with fines set by the district court.
- b. The campus speed limit is fifteen (15) miles per hour, except where **or when** conditions indicate a slower speed is necessary.
- c. One-way-street driving regulations are to be observed at all times by all vehicles.
- d. All STOP signs, YIELD RIGHT-OF-WAY signs, and all other regulatory or directional signs are to be observed.
- e. Pedestrians in crosswalks shall have the right-of-way.
- f. It is a violation of traffic regulations to avoid a speed bump.
- g. It is the driver's responsibility to ~~be able to~~ **safely** operate his or her vehicle ~~safely~~. Anyone who operates a vehicle on university property while under the influence of intoxicating **alcohol** ~~liquor~~, narcotic drugs, or opiates will be subject to arrest.
- h. Failure to yield to a university police vehicle signaling a driver to pull over **and** ~~to~~ stop (via the use of blue lights and/or siren), failure to comply with a university police officer's direction, or failure to cooperate with a university police officer while the officer is performing his official duties, will subject the violator to arrest under applicable state statutes.

14. Parking Regulations:

- a. It is the driver's responsibility to find a legal, marked parking space and to park the entire vehicle within the space's boundary lines. Other improperly parked vehicles in the area shall not constitute an excuse for parking with any part of the vehicle over the line. Severe weather is not a valid reason for violation of parking regulations. If a vehicle experiences mechanical failure, it is the owner's/driver's responsibility to have the vehicle removed as soon as available services permit. Parking lots may not be used for vehicle storage.
- b. All parking spaces are defined by painted lines or parking blocks. Vehicles must be parked within the painted lines or ~~parked~~ in front of a **properly spaced** parking block ~~properly spaced for parking~~.
- c. Where parallel parking is required, vehicles must be parked with the right wheels to the curb.

- d. Where diagonal and head-on parking are required, vehicles should be parked with the front toward the curb and the rear bumper toward the traffic lane.
- e. No parking is allowed next to red curbs, red parking blocks or in red or candy-striped areas. These areas are reserved for emergency vehicle access, ~~or to provide for~~ fire code regulations compliance and/or pedestrian/traffic safety. Unless specifically authorized by a uniformed police officer, there are no **exceptions** ~~waiver periods~~ for these areas.
- f. No parking is allowed on the grass, sidewalks, or in driveways or loading zones.
- g. Double parking is a violation at all times.
- h. If a vehicle is parked in violation, attended or unattended, the driver may be issued a citation.
- i. Vehicles licensed by the federal, state, county, or city government are exempt from permit requirements, but subject to compliance with other traffic and parking regulations. Police vehicles are exempt from certain traffic and parking regulations as provided in state statutes.

15. Personal Responsibility for Vehicles:

- a. The person to whom a UCA parking permit is assigned is responsible for all violations by that vehicle. If a permitted vehicle is loaned to another driver, its proper operations remain the permit holder's responsibility.
- b. If a vehicle without a permit is driven on campus by a permit holder, a temporary permit must be obtained from the University Police Department. Temporary parking permits are available 24 hours a day, 7 days a week. Motorcycle permit holders are not eligible for temporary permits. Students are allowed no more than four temporary parking permits per semester unless special circumstances are approved by the Parking and Traffic Services Office.
- c. Parking facilities may not be used until a current UCA parking permit is properly displayed on the windshield or rearview mirror of the vehicle.

16. Towing and Impoundment of Vehicles:

- a. UCA reserves the right to tow and impound from its property any parked vehicle that does not display a current parking permit, is improperly parked in a space reserved for the disabled, is parked in a restricted zone, or has unpaid parking tickets. Vehicles will be towed if parked in such a way as to constitute a traffic or pedestrian hazard or impede the access of service or emergency vehicles. Violations which could also result in towing and possible impoundment include, but are not limited to, parking in reserved parking spaces, parking in painted candy-striped or red areas, parking in driveways, or double parking on the street or in parking lots.

- b. UCA reserves the right to tow and impound from its property any vehicle in violation of its traffic and parking regulations until all towing fees and UCA traffic/parking violation charges have been paid.

17. Appeals Process:

- a. A traffic citation may be appealed within 7 days of its issuance if the recipient believes it was issued contrary to campus traffic regulations or in error. Forms for appeals may be obtained from the University Police Department. An appeal may not be granted after a ticket has been paid.
- b. Administrative determinations by the University of Central Arkansas may be appealed to the Conway District Court in accordance with A.C.A. 25-17-307.

18. Fines for Violations:

- a. All fines must be paid within 30 days from the date of issue. Fines for traffic and parking violations which are not paid within 30 days from the date **the citation for the violation was issued** ~~of issue of the citation for the violation(s)~~ will be adjusted to an amount equal to twice the amount of the original fine(s). Failure to pay traffic and parking fines may result in the blocking of pre-registration, or the withholding of pay and refund checks.
- b. All fines are payable at the University Police Department from 8:00 a.m. until 4:00 p.m., Monday through Friday. If the violator has ~~their~~ **his/her** copy of the citation, payments will be accepted at the University Police Communications Center after hours in the form of check, money order, or credit/debit card for the exact amount of the fine only.
- c. The following are the parking and traffic violations and corresponding fines established by the University of Central Arkansas:

1.	No permit	\$25
2.	Defacing, reproducing, altering or illegal use of permit	\$75
3.	Falsifying registration information	\$75
4.	Exceeding speed limit	\$40
5.	Reckless/unsafe driving	\$75
6.	Failure to stop or yield right-of-way	\$25
7.	Parking in a disabled parking space	\$75
8.	Parking at a red curb	\$15
9.	Improper equipment	\$15
10.	Double parking/blocking	\$15
11.	Parking in the wrong area	\$15
12.	Parking in a "No Parking" area	\$15
13.	Parking in a reserved area	\$15
14.	Driving and/or parking on grass	\$10
15.	Driving/parking wrong direction on a one-way street	\$10

16.	Parking on the wrong side of street	\$10
17.	Over-line parking	\$10
18.	Improper display of permit	\$10
19.	Overtime parking	\$10
20.	Failure to display permit	\$10

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 422

Subject: Payroll Deduction—Traffic and Parking Charges

Date Adopted: 08/908/90 Revised: _____

The administration is authorized to withhold unpaid traffic/parking charges from the payroll of employees contingent upon the employee having been properly provided thirty (30) calendar-days notice, in writing, of the unpaid traffic/parking charges and having failed to respond. In addition, authorization of payroll deductions is contingent upon the appeal period for the traffic/parking citation having expired or the employee having appealed and the appeal having been denied.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 423

Subject: Use of Skating and Skateboarding and any Other Wheeled Devices

Date Adopted: 08/908/93 Revised: 08/13

The University of Central Arkansas designates limited areas for the use of skateboards, roller skates, roller blades, or any other similar wheeled devices. Except as provided below, no person may use skateboards, roller skates, ~~or use~~ roller blades or any other similar wheeled devices in or on any university buildings, ~~or~~ sidewalks, roadways, or parking areas on university-owned ~~lands~~ properties, except as specifically authorized in writing in advance by the President or President's designee. This policy shall be enforced by the ~~Department of Public Safety~~ University Police Department.

1. **Designated areas:** skateboards, roller skates, roller blades, or any other similar wheeled devices may be used on sidewalks and walkways, provided that at the time of the use the activity does not create a safety hazard or otherwise interfere with pedestrian traffic and, provided further, that skateboards, roller skates, roller blades or any other similar wheeled devices may not be used within 50 feet of any university-owned building, residence hall, or other structure.

2. **Prohibited areas:** as guidance in the interpretation of this policy, the following prohibited areas are expressly noted: skateboards, roller skates, roller blades or any other similar wheeled devices may not be used in the following university-owned locations: (a) inside any buildings or other enclosed facilities; (b) on stairs, steps, curbs, benches, ledges, loading docks, ramps for disabled, and any other similar fixed-location, designated-purpose external sites; (c) on any streets or in any parking lots occupied by vehicles; (d) any location within 50 feet of Torreyson Library; (e) in all areas and ramps immediately adjacent to the Farris Center; (f) in all areas within and adjacent to Estes Stadium, including the track.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 424

Subject: Concert Policy

Date Adopted: 02/102/11 Revised: 08/13

1. **PURPOSE:**

The purpose of this policy is to set forth rules concerning promotion and sponsorship of concerts and other performances on the campus of the University of Central Arkansas (“University”). The University is a state-supported institution of higher education, and all university facilities are designed primarily to accomplish its educational objectives.

2. **DEFINITIONS:**

For purposes of this policy, the following definitions shall apply:

Recognized Student Organization (RSO): a student organization formally recognized by the University’s Office of Student Life. RSOs must have their latest and most up-to-date Officer Information Form on file with the Office of Student Life.

Affiliated Group: any group established by the president or established by virtue of an explicit delegation of the President's his/her authority to a particular administrator, faculty member, staff member or to the student body. These include, but are not limited to, official UCA colleges, departments, and divisions.

External Group: any group, organization or entity, (or aggregate of individuals) other than RSOs and affiliated groups, that are is legally separate from the University, even though some of the its members or participants may be university personnel, alumni, or students. For purposes of this policy, an external group may be an individual.

Non-Profit/ Charitable Organization: any external group which is organized and exists solely as a non-profit activity organization, engaged in charitable, educational, scientific or religious endeavors. This would includes, but is not be limited to, any organization recognized as exempt organizations by the Internal Revenue Service under Section 501(c)(3) of the Internal Revenue Code.

3. GENERAL POLICIES FOR CONCERTS OR PERFORMANCES UTILIZING UNIVERSITY FACILITIES:

- a. **Recognized Student Organizations:** No recognized student organization (RSO) may sponsor or promote a concert or other performance on the UCA campus that exceeds \$7,500 including, but not limited to, cost of performer; agency fees; production costs; security; catering; marketing; and technical support costs) on the UCA campus for a contract amount exceeding \$15,000 without first obtaining the written approval of the Student Activities Board and the Director of Student Activities.
- b. **Affiliated Groups:** Affiliated groups may sponsor or promote a concert or other performance on campus, but only after receiving the written approval of the appropriate vice president with authority over such affiliated groups. In addition, the affiliated group shall provide such other documentation and/or assurances as may be requested that the net proceeds of the event are for the sole purpose and to of benefiting the affiliated group.
- c. **Prohibition on Outside Promoters/External Groups:** No private or outside concert promoter or other person, including but not limited to, an external group, may produce, sponsor or otherwise bring to campus, any concert, event, artist or other persons or entities, or use any university facilities for such concerts or events.
- d. **Prohibition on "Fronting" by RSOs and Affiliated Groups:** No RSO or affiliated group shall "front" for a private promoter or external group in order to escape the prohibition on outside promoters/external groups set forth in this policy. For definition of the term "fronting" please consult Board Policy No. 400.
- e. **Sanctions for Violation:** If an RSO or affiliated group is determined to have violated the provisions of this policy, appropriate sanctions may be levied by the

vice president and/or other university official with responsibility over such groups. All procedural rules of the University shall apply in the investigation, hearings and appeals ~~from any proposed sanctions for the violation of this policy.~~

- f. **Non-Profit/Charitable Organizations:** Notwithstanding any other provision of this policy, concerts and/or performances shall be permitted by a non-profit/charitable organization, as well as other concerts/performances by entities or individuals where the sole and exclusive purpose is to further an educational, charitable, scientific or religious objective. In all such cases involving concerts/performances under this subsection f., the event shall first receive the written approval of the appropriate vice president and the president's executive staff.

4. **APPLICATION OF BOARD POLICY NO. 400:**

In all cases ~~under this policy~~, the provisions of Board Policy No. 400, (concerning use and rental of university facilities), shall apply, unless a provision of this policy is inconsistent therewith, in which case the provisions of this policy shall apply.

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 425

Subject: Record Retention

Date Adopted: 02/102/13 Revised: 08/13

Purpose:

This policy sets forth the procedures for the retention and destruction of university records. Records must be retained in order to comply with state and federal laws and protect the history of the University. Records must be destroyed so that the University may optimize space, minimize costs, and eliminate outdated and unnecessary information.

Application:

This policy applies to all university departments and pertains to all official documents. For purposes of this policy, "official document" is defined as any record, regardless of format or media that relates to university business. Duplicates of the official documents have no retention requirements, even if the duplicates are found in different media.

Record Retention Schedule:

The general counsel's office is responsible for maintaining a record retention schedule. The schedule is a guideline that sets forth the minimum length of time that an official document

should be retained by the University. Record retention periods may be extended as a result of judicial or administrative orders, pending or threatened litigation, contracts, audits, or various other requirements. These extensions supersede the requirements listed in the record retention schedule. If the retention period is extended, ~~the office of record~~ (the office or department responsible for maintaining the official document, (“office of record,”)) is responsible for ensuring that the records are not destroyed or altered until further instruction by the appropriate university official.

The University’s archivist will provide advice as to what documents should be transferred to the university archives for permanent preservation.

Record Destruction:

Records may be deleted or destroyed by the office of record at the conclusion of the applicable retention period (unless the retention period has been extended or there is another reason to retain the records). At the conclusion of an applicable retention period and upon consultation with the office of record, the director of the Physical Plant (or designee) will destroy, (annually during the ~~first week~~ **month** of March), university records that are kept in Physical Plant storage facilities (“cage”). Records containing confidential information should be destroyed or deleted in a manner that does not permit recovery, reconstruction or future use of the confidential information.

“Staff Grievance Procedure”—Board Policy No. 521

In December 2012, the Board of Trustees approved several revisions to the Staff Grievance Procedure set forth in Board Policy No. 521. One of those revisions was to add language stating that the policy did not apply to employees who are terminated upon thirty (30) days written notice. In addition, the administration’s intent was to delete the word “dismissal” from the following definition of “grievance”: “a complaint by an employee regarding an adverse impact on his or her employment; including, but not limited to, annual leave, sick leave, compensatory time, **dismissal**, suspension, promotion, demotion, disciplinary actions, discrimination, or any other work related problem...”

However, the word “dismissal” was inadvertently not deleted from the policy. Therefore, the administration, in consultation with the Staff Senate, recommends the word “dismissal” be deleted from the definition of “grievance” because UCA is an at-will employer, consistent with Arkansas law, and the deletion will make the policy consistent with the language that was added in December 2012.

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

“BE IT RESOLVED: That the Board of Trustees hereby approves the following revisions to ‘Staff Grievance Procedure - Board Policy No. 521.’”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 521

Subject: Staff Grievance Procedure

Date Adopted: 12/91 Revised: 05/94, 08/95, 12/12, 08/13

1. Purpose:

A grievance procedure is established to provide employees with a prompt review, impartial consideration and an equitable disposition of their grievances. Any employee who presents a grievance or complaint in good faith and in a reasonable manner shall be free from restraint, interference, discrimination or reprisal.

This procedure is intended to encourage employees to discuss problems with their supervisors, thereby providing a basis to talk over matters of mutual interest, to explain, to reach agreement, to make adjustments if necessary, and to foster better understanding between employees and supervisors.

2. Policy:

It is the policy of this institution that all employees be given the opportunity, through established steps and procedures, to resolve in a timely manner complaints or grievances which they believe adversely affect their employment or working conditions.

It also is university policy that reasonable efforts be made to settle complaints or grievances as quickly as possible. Direct contact on a one-to-one basis between supervisor and employee is encouraged and the grievance procedure is not intended, nor will it be allowed to become a barrier to the supervisor/employee relationship.

Employees should submit only grievances made in good faith, expressed in reasonable terms, containing causes for the grievance, corrective action desired and sufficient information upon which decisions can be based.

Access to this procedure does not create any expectation of continued employment, but provides an avenue of review and resolution of internal situations.

3. Definitions:

a. EMPLOYEE - an individual who is a full-time employee who occupies a regular salaried position and who works a minimum of 1,000 hours per year. This policy shall not apply to

employees who are on initial new hire probationary status.

- b. GRIEVANCE - a complaint by an employee regarding an adverse impact on his or her employment; including, but not limited to, annual leave, sick leave, compensatory time, ~~dismissal~~, suspension, promotion, demotion, disciplinary actions, discrimination or any other work-related problem except compensation and conditions which are beyond the control of agency management or are mandated by law. A grievance must contain a statement in ordinary and concise language of facts showing that the council has jurisdiction of the claim and that the grievant is entitled to relief.
- c. RESPONDENT(S) - person or persons against whom the grievance petition is filed.
- d. GRIEVANCE OFFICER - Director of Affirmative Action.
- e. STAFF GRIEVANCE COUNCIL POOL OF CANDIDATES - a pool of 25 candidates selected by the Staff Senate, ten (10) of which must hold administrative or managerial positions with responsibilities that include hiring and evaluating personnel. The pool of candidates must be selected by January 31st , and July 31st , each year;
- f. STAFF GRIEVANCE COUNCIL - An ad hoc council appointed to review the grievance petition, determine whether to hear the grievance, and issue a recommendation thereon to the University president.
- g. WORKING DAY – any day that the University is open for business.

4. Procedure:

The entire grievance procedure shall be completed within thirty (30) working days after the employee files a written grievance, unless an extension is agreed to by all parties involved.

It is recognized that supervisors and employees have frequent discussions of work-related problems or disagreements. These candid conversations are generally healthy and helpful to both participants and this grievance procedure is not intended to inhibit these exchanges. Before filing a written grievance, an employee is encouraged to discuss with his or her immediate supervisor the employee's problem in order to reach a satisfactory solution to the problem.

Under special circumstances, the grievance officer has the authority to modify, waive or otherwise change the grievance procedure in order to fulfill the intent of the procedure, provided such modification, waiver or change is agreed to by the grievant and the respondent(s). The grievance officer shall prepare a statement stating the justification for, and the details of, any variation from the stated procedure and obtain signatures of the grievant and the respondent(s).

The grievance process shall be confidential. The records of the grievance shall be maintained in a separate case file and shall not become a part of the employee's personnel file.

If the grievant and respondent are required to meet pursuant to this policy, the meeting can be waived upon the mutual consent of the parties, and the parties can advance to the next step in the grievance policy.

a. Step 1:

To initiate this grievance procedure the grievant must secure a "Staff Grievance Petition" from the associate vice president of Human Resources and submit the completed grievance petition in writing to the immediate supervisor within three (3) working days of the occurrence of the grievable matter. The grievant shall also send a copy of the grievance to the grievance officer and to the respondent(s), if different from the immediate supervisor.

The immediate supervisor shall meet with the grievant within two (2) working days from the time the supervisor received the grievance petition. The supervisor shall submit a written response to the grievant, with a copy to the grievance officer, within one (1) -working day after the conclusion of the meeting. If the immediate supervisor is unavailable, the next supervisor in the chain of command shall be substituted, unless all parties agree to a brief extension and approval of the extension is obtained from the appropriate vice president(s).

b. Step 2:

If the grievant is not satisfied with the results of Step 1, the grievant shall have one (1) working day (after written response is received) in which to submit a copy of the original grievance petition, the supervisor response and a written statement to the next higher level of management stating the reasons for the dissatisfaction (with a copy to the grievance officer). The next higher level of management shall meet with the employee within two (2) working days after receiving the grievant's written statement. The manager shall submit a response in writing to the grievant, with a copy to the grievance officer, within one (1) working day after the conclusion of the meeting. If the manager in question is unavailable, the next supervisor in the chain of command shall be substituted unless all parties agree to a brief extension of time and the extension is approved by the appropriate vice president(s).

c. Step 3:

If the individual hearing the grievance at Step 2 is not the vice president of the division in which the grievant is employed, the grievant, if not satisfied with the response rendered at Step 2, shall have one (1) working day from the date written response is received to submit a written request for a meeting with the vice president. The vice president shall - meet with the grievant within two (2) working days from the receipt of the request. If the vice president is unavailable, the parties may agree to a brief extension of time, or the vice president may designate someone to act on his or her behalf. The vice president may require the grievant to set forth the nature of the dissatisfaction with the response in the previous steps, in writing, prior to the meeting. The vice president shall submit a response in writing to the grievant, the grievance officer and to each subordinate manager involved within one (1) working day following the conclusion of the meeting.

d. Step 4:

If not satisfied with the results of Step 3 the grievant shall have one (1) working day to submit a written request to the grievance officer for a hearing before the Ad Hoc Grievance Council. The grievance officer will submit the matter to the Ad Hoc Grievance Council and the respondent(s) within three (3) working days after receiving the grievant's written request for a hearing by the council. The respondent(s) shall submit a written response to the grievant's vice president within one (1) working days after receiving notification that the matter has been submitted to the council.

i. The ad hoc council shall consist of the following members, all of whom shall be full-time employees of the University:

- Five (5) staff personnel chosen at random by the grievance officer, president and president-elect of the Staff Senate from the Staff Grievance Council pool of candidates selected by the Staff Senate; at least two (2) of the members must hold administrative or managerial positions with responsibilities that include hiring and evaluating personnel;
- One (1) chair person, appointed by the president, who shall be non-voting; and
- the grievance officer and the associate vice president of Human Resources, who shall be non-voting and serve only in an advisory capacity.

No member of the ad hoc council shall be an employee of the grievant's or respondent's work unit or office, nor shall any member be a supervisor or manager to whom the grievant or respondent(s) reports in the conduct of his usual work affairs. No employee may serve as a council member in connection with any grievance in which such employee may have a personal involvement, a conflict of interest, or the appearance of a conflict of interest.

The council acts as a body and not as individual members. The council shall not discuss the case outside the grievance hearings and their own deliberations. Individual council members shall not collect evidence or receive any other documents or information relevant to the case. All such items must be presented to the council acting as a body or to the grievance officer.

ii. The grievance officer shall ensure that all appointments to the council are completed within three (3) working days from the receipt of the grievant's written request.

iii. The council will receive a charge of its responsibilities from the president. Five of the six members present shall constitute a quorum for transaction of business. A decision must be reached by a majority vote with the number of yes, no, and abstention votes being recorded without designating the person who cast each vote.

iv. The council shall review the grievant's original written petition and all documents generated by the grievant and the managers at Steps 1, 2, and 3. The respondent(s), if different from the managers, shall submit a response to the grievance. The vice president will be responsible for

submitting these materials to the grievance officer for transmission to the council.

v. Should the council find that the petition does not state good cause for a grievance, or is otherwise outside the council's jurisdiction, the grievance shall be dismissed.

vi. If the grievance is not dismissed, the council shall hear from the grievant, the grievant's supervisor, the managers who heard the case at Steps 2 and 3, the respondent(s) (if different), and any other persons having relevant information regarding the subject matter of the grievance. The council shall solicit any other evidence it deems appropriate. Any and all oral testimony, witnesses and documentary evidence that the council determines to be necessary and relevant to make a proper determination shall be accepted. All responsibilities for questioning witnesses, securing evidence and determining the order of proof shall be vested in the council. The hearing shall be recorded, and the tape shall become a part of the case file. Council deliberations shall not be recorded, but the council shall state its findings in the written recommendation to the president.

vii. Strict judicial rules of evidence shall not be applied. The council may receive all evidence that it determines to be relevant and material to the issues before the council.

viii. The right of the grievant and the respondent(s) to be present at all testimony and review all evidence presented is guaranteed. The grievant and the respondent(s) shall not have the right to cross-examine witnesses.

ix. The grievant and the respondent(s) may be accompanied by an advisor or attorney, but this person shall only be allowed to function in an advisory capacity. The grievant and the respondent(s) personally shall make all requests, presentations and responses to questions. The University counsel may also be present but shall act only in an advisory capacity to the council.

x. A final written report of the findings and recommendations of the council shall be presented to the president within twenty-five (25) working days from the initial filing of the petition, unless an extension is agreed to by all parties involved. A copy of the council's recommendations shall be sent to the grievant, the respondent(s), the grievant's immediate supervisor (if different), and appropriate vice president(s) (if different).

xi. The president shall make the final decision after considering the recommendation of the council. The president shall inform the grievant, the respondent(s), the grievant's immediate supervisor (if different), and appropriate vice president(s) (if different) in writing of a decision within five (5) working days from the date of receipt of the recommendation from the council.

5. Documentation:

All documentation relating to an employee grievance shall be maintained by the grievance officer. No information relating to the grievance shall become a part of any employee's permanent personnel record. However, such records shall be maintained in hard copy for at least five (5) years.

Staff Senate Constitution Ratification

Pursuant to the Staff Senate Constitution Article X, the Staff Senate Constitution is considered ratified “upon approval by the President of the University and by the Board of Trustees of the University of Central Arkansas.”

The Staff Senate formed a task force (Stephanie McBrayer, Josh Markham, Lindsey Osborne, Jenny Ruud, and Meghan Thompson) to review the Staff Senate Constitution and Bylaws and make proposed amendments to the Senate body and staff members.

Pursuant to the Staff Senate Constitution Article IX, the Senate unanimously passed the amendments on April 5, 2013. Staff members of the University voted on the proposed constitutional amendments between April 22 and June 4, 2013, with 379 staff voting in favor of the changes and 30 voting against the changes.

The Bylaws are still in the revision process and require only a vote from the Staff Senate. As with other material presented to the Board of Trustees, language to be deleted is stricken through, and language to be added is highlighted.

The following is a summary of the approved amendments:

1. ARTICLE I.NAME was created to follow established constitutional protocol of the name of the organization as the first article.
2. ARTICLE II. PURPOSE was created to serve as a broader heading for the original ARTICLE II., FUNCTION OF THE SENATE, as well as to include the Mission of the Staff Senate.
3. ARTICLE III., ORGANIZATION OF THE SENATE, and ARTICLE IV., TERM OF OFFICE, were created from the original ARTICLE III., MEMBERSHIP OF THE SENATE. In ARTICLE III., more detail was given to the selection of the ex-officio position and a description of the executive staff liaison was added to reflect the current university organizational chart. In ARTICLE IV., Section 5 was created to address Senators changing jobs/divisions/classifications during their elected term.
4. ARTICLE V. ELECTIONS was created to define when Senator elections should take place annually.
5. ARTICLE VI. OFFICERS was revised to include Historian as part of the position duties for Parliamentarian and to state that the officers must be elected by a majority vote. Section 5 was created to address a Staff Senate President stepping down during his/her term. Section 6 was revised to increase the amount of “senate time” the President is allowed from five hours to eight hours per week and to allow the remaining four officers five hours of “senate time” per week.
6. ARTICLE VII. MEETINGS was revised to include a minimum 48-hour notice for special meetings and to delete the requirement that the President of the University must approve special meetings.

7. ARTICLE VIII. was created to validate the association between the Constitution and Bylaws.
8. ARTICLE IX. AMENDMENTS had no proposed changes.
9. ARTICLE X. RATIFICATION was revised to remove the requirement of staff to ratify the Constitution at a called meeting since all staff must vote to amend the Constitution, and attending a called meeting for the same purpose would be redundant.

The following resolution was unanimously adopted upon motion by Shelia Vaught and second by Kay Hinkle:

“BE IT RESOLVED: That the Board of Trustees hereby ratifies the Staff Senate Constitution.”

~~**ARTICLE I. MEMBERSHIP AND ORGANIZATION OF THE STAFF SENATE**~~

~~**Section 1.** The staff shall include all employees of the university who do not hold faculty rank.~~

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

ARTICLE I. NAME

Section 1. The name of this organization is the Staff Senate of the University of Central Arkansas, hereinafter referred to as the Staff Senate.

ARTICLE II. PURPOSE

Section 1. Mission Statement

A. The mission of the Staff Senate is to represent, serve, and recognize members of the UCA Staff.

~~**ARTICLE II. FUNCTION OF THE SENATE**~~

Section 2. Function of the Senate

~~**Section 1.**~~ A. The Senate shall provide the representation for the staff in matters affecting the welfare of the university.

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

~~**Section 3.**~~ To facilitate timely review of proposals which pertain to non-academic functions of the university, each university standing committee shall forward copies of its

minutes to the Senate. The Senate may request chairs of the university standing committees to discuss policy proposals which the Senate may wish to review.

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

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

Section 6. **E.** The Senate shall encourage the university to adopt policies that promote personal and professional development opportunities for all staff members.

F. The Senate shall provide employee recognition on an annual basis.

ARTICLE III. MEMBERSHIP OF THE SENATE

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

~~A. Staff Senators: Staff members shall be elected by secret ballot from the administrative divisions* of the university in accordance with the provisions of the Constitution.~~

~~B. Classification Senators: Up to ten staff members shall be elected by vote of each designated classification group in accordance with the provisions of the Constitution. If a designated classification has over 100 staff members, two staff members will be elected from that designated classification group.~~

~~*The administrative divisions shall include all departments under the jurisdiction of the President and/or a vice president of the University of Central Arkansas.~~

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

Staff in Division	Senators Needed	Staff in Division	Senators Needed
1-39	1	150-199	5
40-69	2	200-249	6
70-99	3	250-300	7
100-149	4	300+	8

Section 3. Each designated classification group of staff employees shall elect at least one classification senator from within its group. If a designated classification group has more than 100 staff members, there will be two classification senators elected from the group. The groupings are as follows:

Class 103 through 105	Class 110 through 115
Class 106 through 109	Class 116 through 124
Non-classified/non-teaching	

A non-voting ex-officio member to be appointed by the Senate for a one-year term

~~**Section 4.**—A normal term for an elected senator is three years. Vacancies for unfulfilled terms shall be filled by Senate appointment until the next regularly scheduled election. At that time, a senator will be elected to fulfill the remainder of the original term. No elected person shall succeed himself/herself more than one three-year elected term.~~

~~—————A. Vacant positions that have been vacant for more than one month can be filled by any staff member of any classification or division until the next regularly scheduled election.~~

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

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

~~**Section 7.**—When the Senators elected to Senate seats eliminated by a reorganization of the administrative divisions of the university, or when the number of senators to be elected from an administrative division must be reduced as the result of such a reorganization (Section 2), said senators duly serving in office at the time of the reorganization shall be allowed to serve the remainder of the terms to which they were elected, provided however that should a vacancy occur in such seat, such vacancy shall not be filled by appointment or election. Those senators in divisions that have been reorganized, and are not within the base as described in Section 2, shall be designated as "at large" representatives. The number(s) of Senators shall be reduced at the next regularly scheduled election to correspond with the scale in Section 2. *(Example: If two (2) senate seats come up for election at the next regularly scheduled election within a division and that division's number of senators has been reduced by one due to the reorganization, only one senator shall be elected at the next regularly scheduled election.)*~~

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

ARTICLE III. ORGANIZATION OF THE SENATE

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

Section 2. Membership of the Senate.

The Senate shall consist of full-time staff elected members as follows

A. Staff Senators: Staff members shall be elected by secret ballot from the administrative divisions of the university in accordance with the provisions of the Constitution. The administrative divisions shall include all departments under the jurisdiction of the President and/or a vice president of the University of Central Arkansas.

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

Staff in Division	Senators Needed	Staff in Division	Senators Needed
1 - 39	1	150 - 199	5
40 - 69	2	200 - 249	6
70 - 99	3	250 - 300	7
100 - 149	4	300 +	8

B. Classification Senators: Each designated classification group of staff employees shall elect at least one classification senator from within its group. If a designated classification group has more than 100 staff members, there will be two classification senators elected from the group. The number of Classification Senators shall not exceed ten.

i. The groupings are as follows:

Class 103 through 105	Class 110 through 115
Class 106 through 109	Class 116 through 124
Non-classified/non-teaching	

C. Ex-Officio: The immediate past President of the Staff Senate shall serve as an advisor to the officers for one year. If his/her elected term as a representative has expired, he/she shall serve as a non-voting member of the Staff Senate and Executive Committee. If he/she is not able to serve, a former officer may be appointed with Senate majority.

A. Executive Staff Liaison: A member of the Executive Staff appointed by the University President to serve as a non-voting member in an advisory and liaison capacity.

ARTICLE IV. TERM OF OFFICE

Section 1. A term for an elected senator is three years. The term of office for newly elected senators shall begin on July 1. No elected person shall succeed himself/herself more than one three-year elected term.

Section 2. Vacancies shall be filled as follows:

A. Vacancies for unfulfilled terms shall be filled immediately by Senate appointment from the same division/classification as the resigned senator until the next regularly scheduled election. At that time, a senator will be elected to fulfill the remainder of the original term.

B. Vacant positions that have been vacant for more than one month can be filled by any staff member of any classification or division until the next regularly scheduled election.

Section 3. When the Senators elected to Senate seats eliminated by a reorganization of the administrative divisions of the university, or when the number of senators to be elected from an administrative division must be reduced as the result of such a reorganization (ARTICLE III, Section 2, A., i.), said senators duly serving in office at the time of the reorganization shall be allowed to serve the remainder of the year to which they were elected, provided however that should a vacancy occur in such seat, such vacancy shall not be filled by appointment or election. Those senators in divisions that have been reorganized, and are not within the base as described in ARTICLE III, Section 2, A., i., shall be designated as "at large" representatives. The number(s) of Senators shall be reduced at the next regularly scheduled election to correspond with the scale in ARTICLE III, Section 2, A., i.. *(Example: If two (2) senate seats come up for election at the next regularly scheduled election within a division and that division's number of senators has been reduced by one due to the reorganization, only one senator shall be elected at the next regularly scheduled election.)*

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

Section 5. When a senator moves divisions or classifications due to change in job or university reorganization, such senator shall be allowed to serve as an "at large" representative until the next regularly scheduled election. This "at large" appointment shall be effective at the beginning of the employment period. The remainder of the term shall be filled at the next regularly scheduled election.

ARTICLE V. ELECTIONS

Section 1. Elections shall take place no later than May 1 or the last business day prior to that date. Nominations and information concerning the election process will be distributed to staff no later than two weeks prior to May 1. The election process shall be conducted in accordance with the Staff Senate Constitution & Bylaws.

ARTICLE ~~IV~~**VI**. OFFICERS

- Section 1.** The officers of the Senate shall be as follows: President; President-elect, who shall serve as Vice President; Secretary; Treasurer, and Parliamentarian/**Historian**.
- Section 2.** Eligibility for election to an office shall be restricted to elected members of the Senate.
- Section 3.** The term of office for a Senate officer shall be one year.
- Section 4.** The officers of the Senate shall be elected by a **majority** vote of the elected members of the Senate.
- Section 5.** Should any officer's position, other than the President, become vacant during the year, a senator will be elected by the Staff Senate to fill the vacant officer position for the remaining year. If the position for President becomes vacant, the Vice President assumes the duties of the President for the remainder of the year.
- Section 5 6.** The ~~President~~ **Executive Committee** of the Senate shall be granted "senate time" as approved by the President of the university, and coordinated with his/her immediate supervisor. The "senate time," not to exceed **five-eight** hours per week **for President and five hours per week for all other Executive Committee members**, is to be used for Staff Senate only and must not interfere with the mission of the university or his/her normal duties.

ARTICLE **VII**. MEETINGS

- Section 1.** The Senate shall hold regularly scheduled meetings each month of the fiscal year.
- Section 2.** The Senate may be called into special session by the President of the Senate or by request of the majority of the Senate **with at least forty-eight (48) hours notice**. ~~Such called meetings must be scheduled at a time subject to the approval of the President of the university.~~
- Section 3.** Any staff member may attend any regular or special session of the Senate, and may participate in its deliberations with the consent of the presiding officer. Only Senate members shall be eligible to propose motions or to vote.
- Section 4.** A quorum for any meeting of the Senate shall consist of a majority of the members.

ARTICLE VIII. BYLAWS

Section 1. The Staff Senate may establish bylaws consistent with this constitution.

ARTICLE ~~VII~~^{IX}. AMENDMENTS

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

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

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

ARTICLE ~~VIII~~^{IX}. RATIFICATION

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

Section 2¹. This Constitution shall be considered ratified upon approval ~~by a majority of the staff members present at the called meeting,~~ by the President of the university and by the Board of Trustees of the University of Central Arkansas.

Amended: May 1993; December 1993; October 1995; February 1998; April 2009; March 2010

“Discretionary Scholarship Program for Students with Exceptional Circumstances” – Board Policy No. 710

In 2009, the Board of Trustees adopted Board Policy No. 710, “Discretionary Scholarship Program for Students with Exceptional Circumstances.” This program is used to assist students who meet well-defined criteria and show an exceptional financial need or extraordinary academic excellence. The program has an annual budget of \$100,000, and a committee reviews all applications and determines who will receive assistance.

The proposed changes to Board Policy No. 710 are as follows:

- The chair of the committee is changed from the “vice president for student services” to “a person selected by the president after consultation with the vice president for student services and the vice president for finance and administration”;
- Title of the “vice president for enrollment management” changed to “chief enrollment officer”;
- Application deadline is removed from the policy and will be set forth on the scholarship application, which is published on the University’s website

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

“BE IT RESOLVED: That the Board of Trustees hereby approves the following revisions to ‘Discretionary Scholarship Program for Students with Exceptional Circumstances’ - Board Policy No. 710.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 710

Subject: Discretionary Scholarship Program for Students with Exceptional Circumstances

Date Adopted: 05/09 Revised: 02/10, 02/11, 09/12, 12/12, 08/13

1. Creation of Scholarship Program

The purpose of this policy is to create a scholarship program to be known as the “Assistance Program for Students with Exceptional Circumstances” (APSEC).

The APSEC shall commence with the fall semester of 2009.

2. Purpose of the Program

The APSEC program is intended to be a scholarship program to support students who:

- a. exhibit exceptional financial need and/or extraordinary academic excellence; and
- b. do not qualify for, or receive, other institutional scholarships or financial aid sufficient to attend the University or continue their education.

In addition, this policy provides for a very limited number of such scholarships for qualifying international students (described below).

3. **Establishment of APSEC Committee.** There is hereby created a committee to administer the APSEC in accordance with the terms of this policy.

The chair of the committee shall be ~~the vice president for student services~~ selected by the president after consultation with the vice president for student services and the vice president for finance and administration. The chair will be ~~who shall be an ex-officio member and~~ who shall not vote.

The committee shall consist of the following persons:

~~Vice President for Enrollment Management (or designee)~~ Chief Enrollment Officer;
Associate Provost for Instructional Support;
Director of Financial Aid (or designee);
Two (2) faculty members selected by the Faculty Senate; and
Two (2) student members selected by the Student Government Association.

4. **Budget Amount and Scholarship Guidelines:** The following guidelines shall be followed by the committee when granting scholarships pursuant to this program:

- a. *Budget.* The budget for the APSEC shall be \$100,000. Any increase in the budget shall be approved by resolution of the Board of Trustees.

No more than one-half of such amount may be used for any semester. Any scholarship granted under this program shall be granted on a per-semester basis and shall not exceed one academic year. No aid shall be granted by the committee for a summer session. These amounts shall not be exceeded but may be adjusted, from time-to-time, by resolution of the Board of Trustees.

Notwithstanding the budget amount set forth above, if any student proves by clear evidence that he or she has a letter or other written document granting such scholarship, then such scholarship shall be honored and the amounts shall not be applied against the budget set forth above.

- b. *Exceptional Financial Need.* Each semester, scholarships shall be allocated to students presenting exceptional financial need. For purposes of this policy the term “exceptional financial need” means a clear statement, supported by such evidence as the committee deems appropriate, that the student’s financial situation is such that without assistance from this program the student will be unable to attend the University or continue a course of study. Examples of exceptional financial need could include medical expenses within the family; loss of job by the student or supporting parent/guardian; loss of other financial aid; or such other matters as the committee deems appropriate. The committee should take into account any other scholarships, financial aid, or other support for the applicant.

c. Extraordinary Academic Excellence. Each semester, scholarships shall be allocated to students exhibiting extraordinary academic excellence. The term “extraordinary academic excellence” shall be defined by the committee.

d. Certain International Students. In addition, the administration may, from time-to-time, include in this program a limited number of international students to receive scholarships. The Board of Trustees grants the authority to the president to designate not more than twelve (12) international students each semester to receive funds under this program. To the extent that such scholarships are granted, those scholarships shall be in addition to the budgeted amounts set forth in this policy. Factors to be taken into account by the administration may include (i) increasing campus diversity, (ii) ensuring or maintaining that multiple cultures are represented on campus, and/or (iii) providing educational opportunities for students from developing countries or those countries in which famine, genocide or other factors have impeded the educational progress of citizens of that country, and that it is within the best interests of this university, state and nation that such educational opportunities be extended to those students.

e. Scholarships Required by Contractual Arrangements or Understandings. In addition, the administration may, from time-to-time, include in this program scholarships required to be offered to a student or students pursuant to a grant, program or other contractual arrangement to which the University is a party and the terms thereof which require a scholarship to be offered to one or more of said students. To the extent that such scholarships are granted, those scholarships shall be in addition to the budgeted amounts set forth in this policy.

f. Per Student Amount. The aggregate amount of the scholarship shall not exceed \$3,000 per applicant for any semester. Provided, however, that commencing with the 2011 fall semester, this amount may be increased by the administration by the same percentage as the increase in tuition and fees, if any, approved by the Board of Trustees for the next academic year. No student receiving a scholarship under this program shall receive an amount which that would result in the student receiving any cash back from any source.

g. Application Deadline and Procedure. The committee shall cause notice of the program, the application, and the application deadlines to be published on the University’s website, and also, distributed through appropriate university offices so that all students, both incoming and returning, are aware of the program and applicable deadlines. The first notices shall be published not later than two weeks after the adoption of this policy.

~~The application deadline shall be August 1st for the fall semester and December 1st for the spring semester. These deadlines shall be included in the notice.~~

The committee shall also develop and publish an application for the scholarship program. The application must be filed by the deadline along with any supporting documentation requested. The applicant must submit a letter or other evidence setting forth the student’s exceptional financial need and/or extraordinary academic excellence.

h. Mid-Semester Emergency Grants. Notwithstanding anything in this policy, if the committee has available funds for any semester, it may use such funds, not to exceed the budget amount, to

make emergency grants under this program at any time during the semester. The purpose of this provision is to allow students ~~to petition the committee~~ whose circumstances changed after the deadline and who then meet the criteria set forth in the policy **to petition the committee**.

i. *Action of the APSEC Committee.* After the deadline for each semester, the chair shall convene the committee to review all applications submitted under this program. The committee shall thereafter grant scholarships for the APSEC under the criteria and budget amounts set forth in this policy **and stating its reasons for the recommendations made granting the scholarships**. Scholarships under this program shall be granted based upon a vote of the committee according to the criteria set forth in this policy. The decision of the committee is final and cannot be appealed.

Health Insurance

In 2012, a Request for Proposal (“RFP”) was issued for the University’s health insurance coverage. As a result of that process, United Health Care was selected, and the current plan expires on December 31, 2013 (the University is on a “calendar year” health plan). The University is not required to issue another health insurance RFP for up to six years.

Due to provisions of the Affordable Health Care Act, premium rates will increase for the next calendar year. Stephens Insurance, the University’s benefit consultant, entered into negotiations with United Health Care to obtain the best rate and plan for the University.

As a result of these negotiations, the University’s current provider, United Healthcare, has agreed to a 5.3% increase, which results in a budget cost of \$254,000 for the 2013-2014 budget year (this is the total amount for seven months of coverage since the University must pay one month in advance, starting in December of 2013). The “annualized” budget cost is \$435,000. The University set aside \$500,000 as a contingency for a possible health insurance increase for the 2013-2014 budget year, and with the 5.3% increase, the University will be under budget by \$296,000 ($\$500,000 - \$254,000 = \$296,000$).

If approved by the Board, the University can absorb the increase and no employee will have an increase in his/her health insurance premiums through December 31, 2014.

In order to obtain a 5.3% increase, one change in the University’s plan is necessary. The “out-of-pocket maximum” (co-pays, deductibles, and other amounts) paid by the employee will increase. Currently, an individual has a \$3,000 out-of-pocket maximum before insurance pays 100%; for family coverage, the amount is \$6,000. These amounts would rise to \$4,000 and \$8,000 respectively, for the next calendar year. If the University does not increase the amount of out-of-pocket maximum expenses, the premiums will increase by 6.8% rather than 5.3%.

The President recommends that the Board of Trustees accept the proposal by United Healthcare to increase premiums by 5.3% and increase the out-of-pocket maximum as set forth above. If approved, the plan will be effective January 1, 2014 and will expire on December 31, 2014.

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

“BE IT RESOLVED: That the administration is authorized to establish a contract with United Health Care for health insurance coverage for the period of January 1, 2014, through December 31, 2014.”

“Fees - Health, Physical Education, Recreation (HPER) Center and Farris Center Pool” – Board Policy No. 647

Board Policy No. 647, “Fees - Health, Physical Education, Recreation (HPER) Center and Farris Center Pool,” lists the names of some affiliates and third-party vendors approved to have access to the HPER Center. The administration recommends revising the section to include only the type of affiliation. For example, food service provider would replace ARAMARK, Inc.

The following resolution was unanimously adopted upon motion by Bunny Adcock and second by Kay Hinkle:

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to “Fees - Health, Physical Education, Recreation (HPER) Center and Farris Center Pool,” Board Policy No. 647.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy

Number: 647

Subject: Fees – Health, Physical Education, Recreation (HPER) Center and Farris Center Pool

Date Adopted: 08/01 Revised: 05/03, 10/03, 02/05, 09/07, 02/10, 06/11, 05/12, 02/13, 08/13

For purposes of this policy, membership periods are defined as follows:

- Fall membership - Fall academic term
- Spring membership - Spring academic term
- Summer terms - end of spring term to beginning of fall term

HPER Center and Farris Center Pool Fee Structure: Per Semester

Student:

Student	See note below
Spouse (fall and spring)	\$ 110.00
Spouse (summer terms)	\$ 76.00

Family* (fall and spring)	\$165.00
Family (summer terms)	\$115.00
Single Parent Family** (fall and spring)	\$ 55.00
Single Parent Family (summer terms)	\$ 38.00

Board Policy No. 630 establishes the fee per credit hour for students, and sets the maximum hours charged each semester. Students attending UCA in the spring semester, but not attending summer school, will be assessed a one-time summer HPER fee of \$76.00 (\$76.00 per spouse) to access the HPER Center for May, June, July, and August (until fall classes begin).

*For a student’s family, the fee is calculated as follows: \$110.00 (spouse) and \$55.00 (children), for a total of \$165.00, in addition to the fee assessed for a student pursuant to Board Policy No. 630.

**For a single parent family, the fee is calculated as follows: \$55.00 (children), in addition to the fee assessed for a student pursuant to Board Policy No. 630.

Faculty and Staff:

Employee/Retiree only*	Fringe benefit paid
Spouse(fall and spring)	\$110.00
Spouse (summer terms)	\$ 76.00
Family(fall and spring)	\$165.00
Family (summer terms)	\$115.00
Single Parent Family (fall and spring)	\$ 55.00
Single Parent Family (summer terms)	\$ 38.00
HPER locker rental	\$20.00 (annual fee per locker)

*For purposes of this policy, employees enrolled in courses offered by the University will be assessed the fee as per Board Policy Nos. 623 and 630.

University Affiliates:

Fees assessed for current full-time students will be the same for employees and/or residents of the following UCA affiliates:

- ~~ARAMARK, Inc.~~ food service provider;
- ~~Barnes and Noble~~ campus bookstore;
- *Oxford American*;
- UCA’s Recognized Student Organizations (RSO) - employment of half-time or more; and
- College Square.

ALUMNI MEMBERSHIP AT HPER CENTER:

Guidelines

1. Must be a member of the UCA Alumni Association.
2. HPER Alumni members will have access to the HPER Center and the Farris Center pool.
3.

<u>Available HPER Center hours for Alumni members:</u>		<u>Farris Center Pool Hours:</u>	
a.	Monday – Friday	6:00am to 2:00pm	All hours the pool is open
b.	Saturday	10:00am to 3:00pm	
4. Alumni Membership Fees:

	<u>Individual</u>	<u>Individual + Spouse</u>	<u>Individual + Family</u>
a. Fall semester	\$165.00	\$275.00	\$335.00
b. Spring semester	\$165.00	\$275.00	\$335.00
c. Summer	\$ 80.00	\$120.00	\$150.00
d. Annual	\$410.00	\$670.00	\$820.00
5. Alumni memberships will be payable for the entire membership period. No monthly billing.
6. Membership defined:
 - a. Individual – Alumnus
 - b. Spouse –Alumnus’ spouse
 - c. Family –Alumnus, spouse, and children (must be 18 years old to use the HPER Center)
7. Alumni HPER Membership card.
 - a. The UCA Alumni Association will issue ID cards.
 - b. Each ID card will have a unique member number and expiration date for the Alumni Association.
8. Alumni must visit the HPER Center main office to join.
9. Parking is available (parking meters or parking tag issued through UCAPD).
10. If an Alumni Association membership expires during HPER membership period, the HPER Center will honor HPER membership up to the next HPER membership period.
11. The University administration may waive these fees in appropriate circumstances upon the recommendation of the vice president for student services and the approval of the president.

2014 Distinguished Alumni

The Distinguished Alumnus Award is the most prestigious award presented to an alumnus of the University of Central Arkansas.

“A Distinguished Alumnus for the University of Central Arkansas is recognized for outstanding contribution to the University, community, state or society; outstanding achievement in a particular field of endeavor; possessing a reputation that enhances the reputation of the University and serves as an example to UCA students; and contributing to the goals or the welfare of the University.”

The University of Central Arkansas has recognized a “Distinguished Alumnus” since 1986. The Distinguished Alumnus Selection Committee unanimously recommends that Ms. Tommie Sue Anthony, class of 1963, and Justice Cliff Hoofman, class of 1968, receive the awards for 2014.

The committee chose to recognize the length of honorable service of these two UCA graduates. The awards will be presented to Ms. Anthony and Justice Hoofman at an appropriate venue in 2014.

Tommie Sue Anthony, BSE-63, MSE-73

Ms. Anthony is a two-time graduate (BSE-1963, MSE-1973) of UCA and brings great honor to the institution, community, and the State of Arkansas. Currently, Ms. Anthony is the President of the Arkansas Advanced Initiative in Mathematics and Science, Inc. (AAIMS), an affiliate of the National Math and Science Initiative (NMSI).

As the President of AAIMS, Ms. Anthony has diligently worked with the Governor, Arkansas legislators, school superintendents, and Arkansas education associations and organizations to change the equation for education to include rigor, relevance, and excellence accessible to ALL Arkansas students. Under her leadership, the Arkansas Legislature recently signed the AAIMS initiative into law, which is a testament to her enduring work and far-reaching impact on Arkansas education.

As a life-long member of the Conway community, Ms. Anthony has served UCA on a number of occasions. In earlier years, Ms. Anthony was selected by UCA President, Jeff Farris, and English Department Chair, Ralph Behrens, to testify to the Arkansas Higher Education Board about the need for a Master’s of Arts degree in English, which was subsequently approved. Later, Ms. Anthony assisted UCA in the development of policies for Advanced Placement (AP) credit.

In regard to the community, she has worked closely with three Conway Public Schools' Directors of Gifted and AP programs to improve AP services to Conway students over the course of 16 years. Ms. Anthony was the Director of Talented and Gifted Programs for the Pulaski County Special School District from 1983 to 1998. From 1998 to 2007, Ms. Anthony was the Program Coordinator of the Arkansas Advanced Placement Professional Development Center housed at the University of Arkansas at Little Rock. During her tenure, Ms. Anthony authored a workshop for the College Board that has been used in every state in the country.

In 2003, Ms. Anthony worked side-by-side with Senator Jodie Mahoney to develop the components of legislation that resulted in AP programming being offered in every Arkansas school district. The Education Commission of the States recognized this legislation as exemplary.

Regarding service to state, national and international education, Ms. Anthony has served as a College Board consultant in 25 states; served as an AP national trainer; and has worked extensively with school administrators and teachers on improving Advanced Placement programs across the state and nation. Ms. Anthony was selected as one of 100 College Board consultants throughout the country to work with new consultants as a mentor and evaluator, and represented the state and nation at the World Conference on Gifted Education in Warrick, Great Britain, where she presented on topics of advanced study including AP. Ms. Anthony was also an influential member of the College Board's National Small Schools Task Force.

In recognition of her outstanding work, dedication, and impact, the Southwest Region of the College Board recognized her contributions by awarding her the organization's most prestigious awards, the Joe Arriaga Award and the Martha Salmon award. The Arriaga award recognizes those who provide opportunities for under-represented students to enroll in AP, and the Salmon award recognizes those who provide exceptional opportunities for students to become college-ready.

Cliff Hoofman, BS-68

Cliff Hoofman, an attorney and cattle farmer, is a native of Judsonia, Arkansas, and a 1968 graduate of the State College of Arkansas, currently the University of Central Arkansas. He received a Juris Doctor degree from the University of Arkansas.

Mr. Hoofman served in the Arkansas House of Representatives for eight years before serving in the State Senate for 20 years. While in the Senate, he served as floor leader for Governor Bill Clinton from 1983 to 1986. He was Chairman of the Budget Committee, and he served as Senate Chairman of the Legislative Council from 1997 through 2000. After his tenure in the legislature, Mr. Hoofman served four years in the Attorney General's office as Director of Legislative Affairs. Prior to his service at the Capitol, Mr. Hoofman served two years as City Attorney for the City of North Little Rock.

Mr. Hoofman was appointed by Governor Mike Beebe to serve a 10-year term on the Arkansas State Highway Commission on January 18, 2007. Before completing this term, Governor Beebe appointed Mr. Hoofman to the state Court of Appeals in January 2011, replacing Judge Karen Baker. In November 2012, Governor Mike Beebe appointed Justice Hoofman to the Arkansas Supreme Court, replacing Justice Robert Brown who retired. His term expires on December 31, 2014. With these judicial appointments, he has served in all three branches of state government.

Among numerous other distinctions, Mr. Hoofman received the Distinguished Service Award in 1975 from the Arkansas Municipal League. He is a Lifetime Board Member for Big Brothers/Big Sisters in Pulaski County and was inducted into Maumelle's Honorary Navy for his contributions to the City of Maumelle. In 1993, he was appointed by President Clinton to the National Surface Transportation Research Council, and from 1993 through 1996, he served on

the Commission for Arkansas' Future. Justice Hoofman was inducted into the Searcy Education Foundation's Ninth Annual Hall of Honor in 2012.

The following resolution was adopted upon motion by Sheila Vaught and second by Brad Lacy:

“BE IT RESOLVED: That the Board of Trustees hereby recognizes the contributions and achievements of Ms. Tommie Sue Anthony and Justice Cliff Hoofman and confers on each of them the honor of Distinguished Alumnus. The Board directs the administration to prepare appropriate formal resolutions and memorials to recognize their accomplishments.”

Property Acquisition – 2331 College Avenue

The University was recently approached about purchasing a house and lot located at 2331 College Avenue. The property is on the south side of College Avenue between Western Avenue and Farris Road and across the street from Conway Regional Medical Center.

Through negotiation, the University has signed an offer and acceptance with the Seller, (Estate of Lorine C. Turner) for \$190,000. A copy of the signed agreement is attached, along with a copy of an appraisal.

Mrs. Turner's estate had the property appraised for \$180,000. The University offered that amount; the estate countered at \$200,000; and the parties have agreed on \$190,000. This property is in UCA's "core growth" area and is needed for future expansion.

The closing of the proposed acquisition is expressly conditioned upon the approval of the Board of Trustees. The closing will occur no later than September 10, 2013, if approved.

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

“BE IT RESOLVED: That the Board of Trustees approves the transaction described above with the estate of Lorine C. Turner for the sale and purchase of real property with a street address of 2331 College Avenue, Conway, Arkansas, for the sum of \$190,000. The President and other officials of the University of Central Arkansas, as the President may from time-to-time designate, are hereby authorized and directed to enter into and execute documents, agreements and instruments as are necessary and required to consummate the foregoing purchase.”

July 17, 2013

**COUNTER OFFER TO
OFFER & ACCEPTANCE DATED JULY 8, 2013**

The Estate of Lorine C. Turner ("Seller"), hereby tenders its Counter Offer to The Offer and Acceptance by The University of Central Arkansas ("Buyer") to the Seller dated July 8, 2013, regarding 2331 College Avenue, Conway, Arkansas 72034:

- A. The purchase price asked for the described real property is One Hundred Ninety Thousand & No/100 Dollars (\$190,000.00).
- B. The closing date will occur at a mutually accepted date to be agreed upon by both parties, but shall occur not later than September 10, 2013.
- C. All other terms of the Buyer's Offer and Acceptance are agreeable and are accepted by Seller.

The Estate of Lorince C. Turner, Deceased

By Robert W. Henry
Robert W. Henry, Attorney of Record
For the Estate of Lorine C. Turner

*Per President
Tom Courtney,
this offer is
accepted.
Katie L. Henry
Interim General Counsel
07/22/13
3:45 p.m.
to close on 08/19/13*

APPRAISAL OF REAL PROPERTY

ESTATE OF MRS. COY TURNER
C/O BOB HENRY



LOCATED AT

2331 College Ave
Conway, AR 72034
Pt. of NW,SE, Sec. 11-05N-14W, Faulkner Co.AR. (0.50 Ac.m/l)

FOR

Estate of Mrs. Coy Turner
c/o Bob Henry

OPINION OF VALUE

180,000

AS OF

May 17, 2013

BY

Kent Baker, CR-0303
Conway Appraisal Group
825 Parkway, Ste. 2
Conway, AR. 72034
501-329-4700
kbcag@sbglobal.net

Conway Appraisal Group
825 Parkway, Ste. 2
Conway, AR. 72034
501-329-4700

06/25/2013

Estate of Mrs. Coy Turner
2331 College Avenue
Conway, AR. 72034

Re: Property: 2331 College Ave
Conway, AR 72034
Borrower: N/A
File No.: 061317

Opinion of Value: \$ 180,000
Effective Date: May 17, 2013

In accordance with your request, we have appraised the above referenced property. The report of that appraisal is attached.

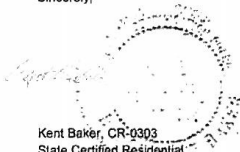
The purpose of the appraisal is to develop an opinion of market value for the property described in this appraisal report, as improved, in unencumbered fee simple title of ownership.

This report is based on a physical analysis of the site and improvements, a locational analysis of the neighborhood and city, and an economic analysis of the market for properties such as the subject. The appraisal was developed and the report was prepared in accordance with the Uniform Standards of Professional Appraisal Practice.

The opinion of value reported above is as of the stated effective date and is contingent upon the certification and limiting conditions attached.

It has been a pleasure to assist you. Please do not hesitate to contact me or any of my staff if we can be of additional service to you.

Sincerely,



Kent Baker, CR-0303
State Certified Residential,
License or Certification #: CR-0303
State: AR Expires: 06/30/2013
kbcag@bcglobal.net

Request for Qualifications - Donaghey Avenue Corridor (South Boulevard to Bruce Street and Bruce Street to Martin Street)

The City of Conway is in the process of developing an overall plan for the Donaghey Avenue corridor. Because Donaghey Avenue is a vital part of the University of Central Arkansas, it is important to the future of the University that some comprehensive review and planning be undertaken as it relates to Donaghey Avenue.

For many years, attention has been focused on the west side of Donaghey Avenue- the side that is thought by many to be the “University side.” However, in long-range planning, it is critically important to plan for the east side of Donaghey Avenue.

The West Side of Donaghey Avenue. The University currently owns all property on the west side of Donaghey Avenue, with the exception of three parcels: (i) the “Erbach” property between the softball field and AETN; (ii) the apartment complex owned by Don Mallory; and (iii) the “Hammett” property (a vacant lot of slightly more than one acre that fronts Donaghey Avenue, as well as Augusta Avenue). The University has made an offer, although it has not been accepted, for the Hammett property and will continue to negotiate with the Hammett heirs for that property.

The East Side of Donaghey Avenue. On the east side of Donaghey Avenue beginning at Dave Ward Drive, the University owns all property until Oak Tree Apartments on the corner of Torreyson Street and Donaghey Avenue. Continuing north on Donaghey Avenue, the University owns all property between Oak Tree and South Boulevard.

The block between South Boulevard and Bruce Street is owned by the University with the exception of two parcels: (i) the Papa John’s Pizza location and (ii) a small, unimproved lot of approximately 8,350 sq. feet owned by Ms. Terry Williams. The University has made Ms. Williams a written offer of \$116,000 to purchase the property but it has not been accepted.

In the block between Bruce Street and Martin Street, the University’s Communication Sciences and Disorders Department is located in a former church, and a UCA fraternity, Sigma Phi Epsilon, owns a home occupied by approximately 30 of its members.

Current University Master Plan. The current University Master Plan contains proposed uses on the west side of Donaghey Avenue, but none on the east side of Donaghey Avenue.

Proposal. Because of the need to plan for future growth along Donaghey Avenue, and to ensure that the Donaghey Avenue corridor (at least across from the main part of the University’s campus) has the look and feel of a university, the administration proposes that a Request for Qualifications be issued to select an architectural firm to develop a design for the two blocks of Donaghey Avenue between South Boulevard and Martin Street.

As set forth above, three other property owners are involved - Ms. Williams, the owners of Papa John’s Pizza and the Sigma Phi Epsilon fraternity; however, in the opinion of the administration, it is critical to develop a design for those two blocks for future use as a “mixed- use”

development utilizing commercial and retail space on the ground floor and student housing on some upper floors. This planning should also include any proposed changes/look to the actual street, whether with a median strip, lighting or other features. In addition, with the discussion of a Greek Village, the fraternity may at some future date desire to be a part of the housing concept and sell its house to the University. And, with the discussion of the possibility of a new Nursing and Health Sciences building, a new concept for the corner of Donaghey Avenue and Bruce Street should be considered.

For all of the foregoing reasons, the administration requests that the Board of Trustees approve the issuance of a Request for Qualifications, which will lead to the selection of an architectural firm to design and provide advice to the University on the development of the two blocks of the east side of Donaghey Avenue.

After the selection, but prior to the award of the contract for professional services, this matter would be brought back to the Board of Trustees for its consideration and review.

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

“BE IT RESOLVED: That the administration is authorized to issue a Request for Qualifications for an architectural firm to develop a design (for both the street and mixed-use buildings) for the east side of the two blocks of Donaghey Avenue between South Boulevard and Martin Street, and when such firm is selected and the scope of work and proposed fee structure determined, the same shall be presented to the Board of Trustees for future review and action, as the Board may determine.”

NOTIFICATIONS/DELETIONS

Notification: Title Change for Applied Physics Track in the BS, Physics

This notification was provided to members of the Board of Trustees May 23, 2013.

The provost has approved a proposal by the Department of Physics and Astronomy to change the name of the Applied Physics track in the BS program in Physics to Engineering Physics. The department proposes to change the name of this track to better reflect the career paths of the students who complete it and to better reflect contemporary usage in the discipline.

This change has the support of all appropriate committees, councils, and administrators.

Supporting materials (following pages): (1) UCA Curriculum Form 2-A; and (2) ADHE Form LON01 (Name Change).

UNIVERSITY OF CENTRAL ARKANSAS
Proposal for Curriculum Change: Action Item

GENERAL EDUCATION COUNCIL UNDERGRADUATE COUNCIL GRADUATE COUNCIL

Department/program area Physics and Astronomy Date 11-30-2012

Check area of change and supply requested information. Attach required documentation.

- Change in semester credit hour requirements for a major or minor
 Current requirement _____ Proposed requirement _____
- Change course(s) from an elective to a requirement in a major or minor
 Subject prefix _____ Course number(s) _____
- Change course(s) from a requirement to an elective in a major or minor when the change affects total hours and/or affects another department/program area
 Subject prefix _____ Course number(s) _____
- Approval of existing course(s) as General Education course(s). see Curriculum Form 4 for required documentation.
 Subject prefix _____ Course number(s) _____
- Change level of course (e.g. change from 2000- to 4000-level course number)
 Program prefix _____ Current course number(s) _____ Proposed number(s) _____
- Change in credit hour value of course(s) (e.g., change 3-hour to 2-hour course or change to variable credit)
 Current course number _____ Proposed course number(s) _____
- Deletion of course when the change affects total hours and/or affects another department/program area (Note: Once a course is deleted, it can be reinstated only through the new course proposal process.)
 Subject prefix _____ Course number _____
- Prerequisite change increasing total hours for a major or minor and/or affecting another department/program area
 Current hours _____ Proposed hours _____
- Other (specify): Change the name of the Applied Physics track in the Physics BS to Engineering Physics to better reflect the career paths of the students who complete this degree option.

Required documentation: attach documents detailing and justifying the proposed curricular change.

Proposed effective date of change (term and year): Fall 2013

Change recommended by			
<u>Scott Austin</u>	<u>11/30/12</u>	Professional Education Council	Date
Department Curriculum Committee	Date		
<u>Colin Foy</u>	<u>11/30/12</u>	General Education Council	Date
Department Chair	Date	<u>Undergraduate Council</u>	<u>2/19/13</u>
<u>Charles Watson</u>	<u>12/14/12</u>	Undergraduate Council	Date
College Curriculum & Assessment Committee	Date	Graduate Council	Date
<u>Stephen R. Adair</u>	<u>1/27/13</u>	<u>Council of Deans</u>	<u>3-6-13</u>
College Dean	Date	Council of Deans	Date
Change approved by		Change recorded by	
<u>[Signature]</u>	<u>3/8/2013</u>	Undergraduate/Graduate Studies, Registrar	Date
Provost	Date		

LETTER OF NOTIFICATION – 1

NAME CHANGE OF EXISTING CERTIFICATE, DEGREE, MAJOR, OPTION, OR ORGANIZATIONAL UNIT

(No change in curriculum, emphasis, or organizational structure)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn

3. Phone number/e-mail address

(501) 450-3126
jona@uca.edu

4. Proposed effective date

Fall 2013

5. Current title of degree/certificate program

BS, Physics

6. Current title of major or option

Applied Physics

7, 10. N/A

8. No change

9. Proposed name of major or option

Engineering Physics

11. CIP code

40.0801

12. Degree code

3030

13. Reason for proposed action

The department has offered an Applied Physics track as an option in the BS program in Physics for a number of years. Many of the students who have chosen this option for their degrees have gone on to masters programs in engineering. The department proposes to change the name of this track to better reflect the career paths of the students who complete it and to better reflect contemporary usage in the discipline. Other than this name change and the changes to the physics core, no other changes to this track are proposed. (See Appendix A, page 3, for the changes to the physics core requirements.)

President/Chancellor Approval Date: _____

Board of Trustees Notification Date: _____

Chief Academic Officer: _____

SIGNATURE

DATE

[UCA form updated 2012-06-01]

Appendix A: Summary of Changes to the Physics Core Requirements

The table below summarizes changes to the physics core. In brief, the credit hours required in the core are increased by # hours, as noted in the last row of the table. This increase has been offset, where necessary, by reductions in hours required for the various physics tracks (the complete list is provided below); thus the total number of hours required to complete the degree, regardless of the track, has been kept at 120.

Current Program	Proposed
PHYS 1441 University Physics 1 PHYS 1442 University Physics 2 PHYS 2443 University Physics 3 PHYS 3110 Junior Laboratory 1 PHYS 3120 Junior Laboratory 2 PHYS 4110 Senior Laboratory MATH 1591 Calculus I MATH 1592 Calculus II MATH 2371 Calculus III	PHYS 1441 University Physics 1 PHYS 1442 University Physics 2 PHYS 2443 University Physics 3 PHYS 3210 Experiments in Physics 1 PHYS 3220 Experiments in Physics 2 PHYS 4111 Senior Capstone 1 PHYS 4211 Senior Capstone 2 MATH 1496 Calculus I MATH 1497 Calculus II MATH 2471 Calculus III WRTG 3310 Technical Writing
<p style="text-align: center;">Total credit hours in the core: 28</p> Physics: 15 Mathematics: 13	<p style="text-align: center;">Total credit hours in the core: 34</p> Physics: 19 Mathematics: 12 Writing: 3

List of tracks within the BS in Physics at UCA:

- Physics (the standard physics track)
- Biological Physics
- Chemical Physics
- Mathematical Physics
- Physical Science
- Engineering Physics (formerly Applied Physics)

Notification: Reconfiguration of Existing Master's Programs in Counseling

This notification was provided to members of the Board of Trustees May 23, 2013.

The provost has approved a proposal by the Department of Psychology and Counseling to consolidate its existing MS in Community Counseling and MS in Counseling Psychology programs as a single program, the MS in Mental Health Counseling. The consolidation responds to changes in Arkansas licensure – the Licensed Psychological Examiner credential, for which the MS in Counseling Psychology prepares its graduates, will no longer exist after December 2013 – and the new name for the consolidated program reflects current terminology in the field of professional counseling.

All appropriate committees, councils, and administrators support these changes.

Supporting materials (following pages): (1) UCA Curriculum Form 2-A; and (2) ADHE Form LON-11 (Reconfiguration of Existing Degree Programs).

**UNIVERSITY OF CENTRAL ARKANSAS
Proposal for Curriculum Change: Action Item**

GENERAL EDUCATION COUNCIL UNDERGRADUATE COUNCIL GRADUATE COUNCIL

Department/program area Psychology and Counseling Date 3-25-13

Check area of change and supply requested information. Attach required documentation.

- Change in semester credit hour requirements for a major or minor
Current requirement _____ Proposed requirement _____
- Change course(s) from an elective to a requirement in a major or minor
Subject prefix _____ Course number(s) _____
- Change course(s) from a requirement to an elective in a major or minor when the change affects total hours and/or affects another department/program area
Subject prefix _____ Course number(s) _____
- Approval of existing course(s) as General Education course(s); see Curriculum Form 4 for required documentation.
Subject prefix _____ Course number(s) _____
- Change level of course (e.g. change from 2000- to 4000-level course number)
Program prefix _____ Current course number(s) _____ Proposed number(s) _____
- Change in credit hour value of course(s) (e.g., change 3-hour to 2-hour course or change to variable credit)
Current course number _____ Proposed course number(s) _____
- Deletion of course when the change affects total hours and/or affects another department/program area (Note: Once a course is deleted, it can be reinstated only through the new course proposal process.)
Subject prefix _____ Course number _____
- Prerequisite change increasing total hours for a major or minor and/or affecting another department/program area
Current hours _____ Proposed hours _____
- Other (specify): Combine existing M.S. programs in Counseling Psychology and Community Counseling and change program name to M.S. program in Mental Health Counseling

Required documentation: attach documents detailing and justifying the proposed curricular change.

Proposed effective date of change (term and year): _____

Change recommended by			
<u>Mel DT. Swain</u>	<u>4/3/13</u>	Professional Education Council	Date
Department Curriculum Committee	Date		
<u>[Signature]</u>	<u>4/3/13</u>	General Education Council	Date
Department Chair	Date		
<u>[Signature]</u>	<u>4/3/13</u>	Undergraduate Council	Date
College Curriculum & Assessment Committee	Date	<u>Elaine McNamee</u>	<u>4-18-13</u>
College Dean	Date	Graduate Council	Date
<u>[Signature]</u>	<u>4-3-13</u>	<u>[Signature]</u>	<u>4-24-13</u>
		Council of Deans	Date
Change approved by		Change recorded by	
<u>[Signature]</u>	<u>5/8/2013</u>	Undergraduate/Graduate Studies, Registrar	Date
Provost	Date		

LETTER OF NOTIFICATION – 11

RECONFIGURATION OF EXISTING DEGREE PROGRAMS

(Consolidation or Separation of Degrees)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn
(501) 450-3126
jona@uca.edu

3. Title(s) of degree programs to be reconfigured

MS, Counseling Psychology
MS, Community Counseling

4. Current CIP code(s), current degree codes

42.2803, 6190 (Counseling Psychology)
42.9999, 7490 (Community Counseling)

5. Proposed title(s) of reconfigured program(s)

MS, Mental Health Counseling

6. Proposed CIP code(s) for new program

51.1508 (CIP description: Mental Health Counseling/Counselor)

7. Proposed effective date

Fall 2013

Phase out of existing configuration. Because students are currently enrolled in the existing programs, we need to phase out rather than delete them at this time. No new students will be admitted to the existing programs, and all currently enrolled students will be invited to transition to the new program. Such a transition should not present a hardship since current curriculum is being rolled into the consolidated program. Some students may, however, prefer to complete the program to which they were originally admitted, and we plan, in an abundance of caution, to allow current students five years (that is, through AY 2018-19) to graduate from the existing programs. If all are graduated before then, UCA will so inform ADHE.

8. Reason for proposed consolidation or separation

At present, UCA offers the MS degree program in Counseling Psychology and the MS degree program in Community Counseling. These two programs lead to different professional licensure. Counseling Psychology leads to licensure as a Licensed Psychological Examiner (LPE). Community Counseling leads to licensure as a Licensed Professional Counselor (LPC). On December 31, 2013, Arkansas will no longer offer the LPE license. Thus, the need for the Counseling Psychology will no longer exist.

The Department of Psychology and Counseling proposes to combine the Community Counseling and Counseling Psychology master's programs into a single program and to rename this new program Mental

Health Counseling (MHC). The MS in Mental Health Counseling program will lead to licensure as a Licensed Professional Counselor (LPC). The name change reflects current terminology in the field of professional counseling and more readily identifies the nature and scope of this program.

There is a high need for mental health services in Arkansas. Thus, demand for graduates from the Mental Health Counseling program will be high. Projected enrollment is 20–25 new students per year. This is essentially the same yearly enrollment for the current two programs. These graduates will meet requirements set by the Arkansas Board of Examiners in Counseling for eligibility for licensure as Licensed Professional Counselors (LPC).

9. Provide current and proposed curriculum outline.

The curriculum for the proposed Mental Health Counseling program is identical to the current Community Counseling program, but the sequence of courses has been changed slightly to improve the efficiency of course offerings. As is clear from the following outlines, significant curricular overlap exists between the current Counseling Psychology and Community Counseling programs.

Current Counseling Psychology Curriculum (total credit hours: 60)

Year 1 – Fall (12 credit hours)

- PSYC 6398 Legal and Ethical Issues
- PSYC 6354 Theories of Psychotherapy
- PSYC 6370 Advanced Developmental Psychology
- PSYC 6350 History of Psychology

Year 1 – Spring (12 credit hours)

- PSYC 6314 Psychopathology
- PSYC 6356 Group Therapy
- COUN 6350 Counseling Process and Skills
- COUN 6360 Research Methods

Year 1 – Summer (6 credit hours)

- Elective
- Elective

Year 2 – Fall (12 credit hours)

- COUN 6381 Counseling Practicum I
- PSYC 6313 Psycho-educational Assessment
- Elective
- Elective

Year 2 – Spring (12 credit hours)

- COUN 6382 Counseling Practicum II
- PSYC 6379 Personality Assessment
- Elective
- Elective
- Comprehensive Examination

Year 2 – Summer (3 credit hours)

- Elective

Year 3 – Fall (3 credit hours)

PSYC 6342 Psychology Internship

Current Community Counseling Curriculum (total credit hours: 60)

Year 1 – Fall (12 credit hours)

PSYC 6398 Legal & Ethical Issues
PSYC 6354 Theories of Psychotherapy
COUN 6334 Analysis of the Individual
COUN 6342 Career Counseling

Year 1 – Spring (12 credit hours)

PSYC 6314 Psychopathology
PSYC 6356 Group Therapy
COUN 6350 Counseling Process & Skills
COUN 6360 Research Methods

Year 1 – Summer (6 credit hours)

PSYC 6370 Advanced Developmental Psychology
Elective

Year 2 – Fall (12 credit hours)

COUN 6381 Counseling Practicum I
PSYC 6355 Multicultural Counseling
PSYC 6393 Marriage and Family Therapy
PSYC 6325 Treatment of Addiction

Year 2 – Spring (9 credit hours)

COUN 6382 Counseling Practicum II
Elective
Elective
Comprehensive Examination

Year 2 – Summer (6 credit hours)

PSYC 6372 Psychopharmacology
Elective

Year 3 – Fall (3 credit hours)

COUN 6341 Counseling Internship

Proposed Mental Health Counseling (MHC) Curriculum (total credit hours: 60)

Year 1 – Fall (12 credit hours)

PSYC 6398 Legal and Ethical Issues
PSYC 6354 Theories of Psychotherapy
PSYC 6370 Advanced Developmental Psychology
Elective I

Year 1 – Fall (12 credit hours)

PSYC 6314 Psychopathology
PSYC 6356 Group Therapy
COUN 6350 Counseling Process & Skills
COUN 6360 Research Methods

Year 1 – Summer (6 credit hours)

PSYC 6325 Treatment of Addiction
Elective II

Year 2 – Fall (12 credit hours)

COUN 6381 Counseling Practicum I
PSYC 6355 Multicultural Counseling
PSYC 6393 Marriage and Family Therapy
Elective III

Year 2 – Spring (9 credit hours)

COUN 6382 Counseling Practicum II
Elective IV
COUN 6334 Analysis of the Individual
Comprehensive Exam

Year 2 – Summer (6 credit hours)

COUN 6342 Career Counseling
PSYC 6372 Psychopharmacology

Year 3 – Fall (3 credit hours)

COUN 6341 Counseling Internship

10. Provide program budget. Indicate amount of funds available for reallocation.

The current programs do not have their own budgets, and no funds will be reallocated. Overlap between the curricula of the current programs means that the reorganized program will use resources similar to those supporting the current programs.

11. Provide current and proposed organizational chart.

Figure 1: Current Organizational Chart: Graduate Programs in Psychology and Counseling

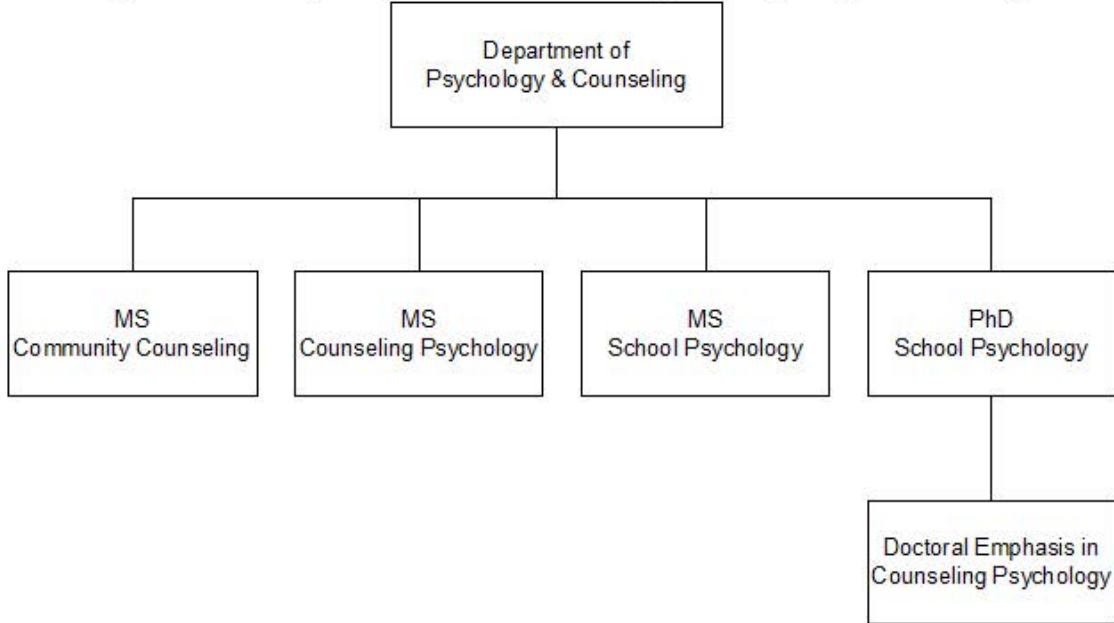
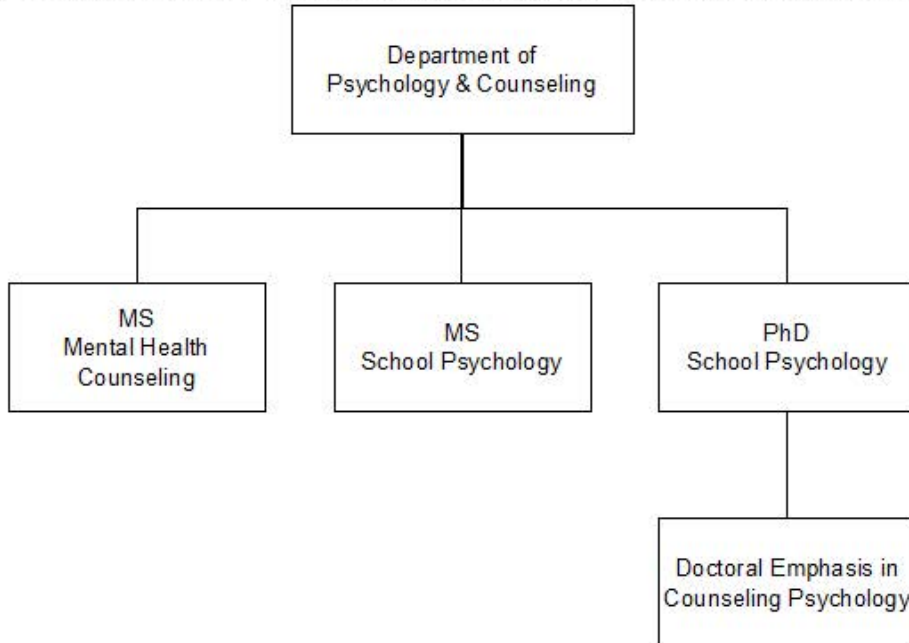


Figure 2: Proposed Organizational Chart: Graduate Programs in Psychology and Counseling



12. Institutional curriculum committee review/approval date

Department Curriculum Committee: 2013-04-03

College Curriculum Committee: 2013-04-03

Graduate Council: 2013-04-18

Council of Deans: 2013-04-24

13. Are the existing degrees offered off-campus or via distance delivery?

No

14. Will the proposed degree be offered on-campus, off-campus, or via distance delivery?

On-campus

15. Identify mode of distance delivery or the off-campus location for the proposed program.

N/A

16. Provide documentation that the proposed program has received full approval by licensure/certification entity.

No approval is required. A graduate of the MS program in Mental Health Counseling will be eligible to take the National Counselor Examination (NCE) and to sit for licensure as Licensed Associate Counselor (LAC)/Licensed Professional Counselor (LPC).

Documentation of how UCA's curriculum meets course requirements for LAC/LPC application is presented in Appendix A, p. 8.

17. Provide copy of e-mail notification to other institutions in the area of the proposed program and their responses; include your replies to the institutional responses.

Two email notifications have been made: (1) a notification from UCA's Department of Psychology and Counseling to departments at other Arkansas public universities with similar programs (see the list in item 18, below); and (2) a notification from UCA's provost to other Arkansas CAOs.

At this time, no responses have been received. When any substantive response is received, it will be forwarded to ADHE.

18. List institutions offering similar program and identify the institution(s) used as a model to develop the proposed program.

University of Arkansas-Fayetteville

Henderson State University

Southern Arkansas University

19. Provide scheduled program review date (within 10 years of program implementation).

We normally schedule new programs for review within five years of program implementation. That schedule would put initial review of the reorganized program in AY 2018-2019.

20. Provide additional program information if requested by ADHE staff.

If requested.

President/Chancellor Approval Date: _____

Board of Trustees Notification Date: _____

Chief Academic Officer: _____ Date: _____

[UCA form updated 2012-06-01]

Appendix A: UCA Coursework Meets Requirements for LAC/LPC Licensure

See <http://abec.arkansas.gov/Licensing/Pages/LacLpcRequirements.aspx> (published by the Arkansas Board of Examiners in Counseling) for course requirements.

**LAC or LPC
REQUIRED COURSE SUMMARY FOR
APPLICATION**

**“B” GRADE OR ABOVE REQUIRED IN EACH OF THE REQUIRED 60 SEMESTER
GRADUATE HOURS
BRICK MORTAR AND DISTANCE LEARNING COURSE WORK ACCEPTED IF COURSES
MEET THE ADOPTED STANDARDS
COURSE EQUIVALENTS: 3 SEMESTER CREDITS OR 4 QUARTER CREDITS OR 45 DIDACTIC
CONTACT HOURS (LECTURE HOURS)**

**BOARD ADOPTED COURSE DESCRIPTIONS FOLLOW THIS TWO PAGE FORM THAT
MUST BE COMPLETED AND ENCLOSED WITH YOUR APPLICATION. DO NOT SEND THE COURSE
DESCRIPTIONS THAT FOLLOW. THEY ARE PROVIDED FOR YOUR
INFORMATION**

PROFESSIONAL IDENTITY (3 hour minimum)

Course #	Course Title	Institution	Traditional Class	Online Course
<i>PSYC 6398</i>	<i>Legal & Ethical Issues</i>	<i>UCA</i>	<i>yes</i>	

SOCIAL AND CULTURAL DIVERSITY (3 hour minimum)

Course #	Course Title	Institution	Traditional Class	Online Course
<i>PSYC 6355</i>	<i>Multicultural Counseling</i>	<i>UCA</i>	<i>yes</i>	

HUMAN GROWTH AND DEVELOPMENT (3 hour minimum)

Course #	Course Title	Institution	Traditional Class	Online Course
<i>PSYC 6370</i>	<i>Advanced Development Psych</i>	<i>UCA</i>	<i>yes</i>	

CAREER DEVELOPMENT (3 hour minimum)

Course #	Course Title	Institution	Traditional Class	Online Course
<i>COUN 6342</i>	<i>Career Counseling</i>	<i>UCA</i>	<i>yes</i>	

HELPING RELATIONS (3 hour minimum)

Course #	Course Title	Institution	Traditional Class	Online Course
<i>PSYC 6354</i>	<i>Theories of Psychotherapy</i>	<i>UCA</i>	<i>yes</i>	
<i>COUN 6350</i>	<i>Counseling Process & Skills</i>	<i>UCA</i>	<i>yes</i>	

Adopted 2005

GROUP WORK (3 hour minimum)

Course #	Course Title	Institution	Traditional Class	Online Course
<i>PSYC 6356</i>	<i>Group Psychotherapy</i>	<i>UCA</i>	<i>yes</i>	

ASSESSMENT (3 hour minimum)

Course #	Course Title	Institution	Traditional Class	Online Course
<i>COUN 6334</i>	<i>Analysis of the Individual</i>	<i>UCA</i>	<i>yes</i>	

RESEARCH AND PROGRAM EVALUATION (3 hour minimum)

Course #	Course Title	Institution	Traditional Class	Online Course
<i>COUN 6360</i>	<i>Research Methods</i>	<i>UCA</i>	<i>yes</i>	

ABNORMAL PSYCHOLOGY/DSM AND /ICD USE/ PSYCHOPATHOLOGY (3 hour minimum)

Course #	Course Title	Institution	Traditional Class	Online Course
<i>PSYC 6314</i>	<i>Psychopathology</i>	<i>UCA</i>	<i>yes</i>	

FAMILY & RELATIONSHIP (3 hour minimum)

Course #	Course Title	Institution	Traditional Class	Online Course
<i>PSYC 6393</i>	<i>Marriage & Family Therapy</i>	<i>UCA</i>	<i>yes</i>	

PSYCHOPHARMACOLOGY (3 hour minimum)

Course #	Course Title	Institution	Traditional Class	Online Course
<i>PSYC 6372</i>	<i>Psychopharmacology</i>	<i>UCA</i>	<i>yes</i>	

PRACTICUM AND / OR INTERNSHIPS (9 hour minimum)

Course #	Course Title	Institution	Traditional Class	Online Course
<i>COUN 6381</i>	<i>Counseling Practicum I</i>	<i>UCA</i>	<i>yes</i>	
<i>COUN 6382</i>	<i>Counseling Practicum II</i>	<i>UCA</i>	<i>yes</i>	
<i>COUN 6341</i>	<i>Counseling Internship</i>	<i>UCA</i>	<i>yes</i>	

Adopted 2005

Notification: 120-Hour Baccalaureate Update (Act 747)

This notification was provided to members of the Board of Trustees May 23, 2013.

The faculty and academic administrators responsible for the BSE, Family and Consumer Sciences; BSE, Social Studies (History emphasis); and BSN, Nursing have approved reduction of the hours required in each of these programs to 120 semester credit hours as required by Act 747 of 2011, and these changes have been approved by all appropriate councils and academic administrators.

The list of 120-hour baccalaureate degrees previously presented to the Board of Trustees has been corrected and updated.

Supporting materials (following pages): (1) ADHE form LON11R for each of the degrees listed above; (2) updated list of 120-hour baccalaureate degrees.

LETTER OF NOTIFICATION – 11R
REVISION OF EXISTING DEGREE PROGRAM
(Act 747)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn
Associate Provost and CIO
Email: jona@uca.edu

3. Title of degree program

BSE, Family and Consumer Sciences [Education]

4. CIP Code

13.1308

5. Degree Code

4130

6. Effective Date

Fall 2013

7. Reason for proposed change

Act 747 of 2011 specifies that most baccalaureate degrees must require no more than 120 semester credit hours.

8. Provide current and revised curriculum outline. (Indicate total credit hours for current degree and total credit hours for revised degree.)

Attached:

Current curriculum (125–27 SCH): <bse-131308-4130-facs-before>

Revised curriculum (120 SCH): <bse-131308-4130-facs-after>

9. Institutional curriculum committee review/approval date for revised degree:

04/16/2013: Undergraduate Council

04/16/2013: Council of Deans

10 Provide additional program information requested by ADHE staff.

Upon request.

President/Chancellor Approval Date: _____

Board of Trustees Notification Date: _____

Chief Academic Officer: _____ Date: _____

LETTER OF NOTIFICATION – 11R
REVISION OF EXISTING DEGREE PROGRAM
(Act 747)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn
Associate Provost and CIO
Email: jona@uca.edu

3. Title of degree program

BSE, Social Studies [emphasis in History]

4. CIP Code

13.1318

5. Degree Code

4010

6. Effective Date

Fall 2013

7. Reason for proposed change

Act 747 of 2011 specifies that most baccalaureate degrees must require no more than 120 semester credit hours.

8. Provide current and revised curriculum outline. (Indicate total credit hours for current degree and total credit hours for revised degree.)

Attached:

Current curriculum (124 SCH): <bse-131318-4010-sshist-before>

Revised curriculum (120 SCH): <bse-131318-4010-sshist-after>

9. Institutional curriculum committee review/approval date for revised degree:

04/16/2013: Undergraduate Council

04/24/2013: Council of Deans

10 Provide additional program information requested by ADHE staff.

Upon request.

President/Chancellor Approval Date: _____

Board of Trustees Notification Date: _____

Chief Academic Officer: _____

Date: _____

LETTER OF NOTIFICATION – 11R
REVISION OF EXISTING DEGREE PROGRAM
(Act 747)

1. Institution submitting request

University of Central Arkansas

2. Contact person/title

Jonathan A. Glenn
Associate Provost and CIO
Email: jona@uca.edu

3. Title of degree program

BSN, Nursing

4. CIP Code

51.3801

5. Degree Code

4240

6. Effective Date

Fall 2013

7. Reason for proposed change

Act 747 of 2011 specifies that most baccalaureate degrees must require no more than 120 semester credit hours.

8. Provide current and revised curriculum outline. (Indicate total credit hours for current degree and total credit hours for revised degree.)

Attached:

Current curriculum (131 SCH): <bsn-513801-4240-nursing-before>

Revised curriculum (120 SCH): <bsn-513801-4240-nursing-after>

9. Institutional curriculum committee review/approval date for revised degree:

04/16/2013: Undergraduate Council

04/24/2013: Council of Deans

10 Provide additional program information requested by ADHE staff.

Upon request.

President/Chancellor Approval Date: _____

Board of Trustees Notification Date: _____

Chief Academic Officer: _____

Date: _____

Act 747: 120-Hour Baccalaureate Degree Programs Updated

ACT 747 120-Hour Programs	As of May 20, 2013		Undergraduate Council	Council of Deans
	Degree	Concentration/Emphasis/Track	Approval Date	Approval Date
College of Business Administration				
College of Business Administration	BBA		Oct. 5, 2011	Nov. 2, 2011
Accounting	BBA		Oct. 5, 2011	Nov. 2, 2011
Economics	BA	International Trade	Oct. 5, 2011	Nov. 2, 2011
Economics	BS		Oct. 5, 2011	Nov. 2, 2011
Economics	BBA		Oct. 5, 2011	Nov. 2, 2011
Finance	BBA		Oct. 5, 2011	Nov. 2, 2011
Insurance & Risk Management	BBA		Oct. 5, 2011	Nov. 2, 2011
Management Information Systems	BBA		Oct. 5, 2011	Nov. 2, 2011
Management	BBA		Oct. 5, 2011	Nov. 2, 2011
Marketing	BBA		Oct. 5, 2011	Nov. 2, 2011
College of Fine Art and Communication				
Art	BA	Fine Arts	Jan. 24, 2012	Feb. 1, 2012
Art	BA	Art History	Jan. 24, 2012	Feb. 1, 2012
Creative Writing	BA		Dec. 15, 2011	Feb. 1, 2012
Digital Filmmaking	BA		Nov. 15, 2011	Dec. 7, 2011
Digital Filmmaking	BS		Nov. 15, 2011	Dec. 7, 2011
Journalism	BA		Nov. 15, 2011	Dec. 7, 2011
Journalism	BS		Nov. 15, 2011	Dec. 7, 2011
Linguistics	BA		Dec. 15, 2011	Feb. 1, 2012
Mass Communication	BA		Nov. 15, 2011	Dec. 7, 2011
Mass Communication	BS		Nov. 15, 2011	Dec. 7, 2011
Music	BA		Jan. 24, 2012	Feb. 1, 2012
Public Relations	BA		Dec. 15, 2011	Feb. 1, 2012

ACT 747 120-Hour Programs		As of May 20, 2013	Undergraduate Council	Council of Deans
Public Relations	BS		Dec. 15, 2011	Feb. 1, 2012
Speech Communication	BA		Dec. 15, 2011	Feb. 1, 2012
Speech Communication	BS		Dec. 15, 2011	Feb. 1, 2012
Theatre	BA		Nov. 15, 2011	Dec. 7, 2011
Theatre	BS		Nov. 15, 2011	Dec. 7, 2011
Writing	BA		Dec. 15, 2011	Feb. 1, 2012

College of Health and Behavioral Sciences

Addiction Studies	BS		Dec. 15, 2011	Feb. 1, 2012
Family and Consumer Sciences	BS		Dec. 15, 2011	Feb. 1, 2012
Family and Consumer Sciences	BSE		Apr. 16, 2013	Apr. 24, 2013
Health Sciences	BS	Occupational Therapy	Oct. 5, 2011	Nov. 2, 2011
Health Sciences	BS	Physical Therapy	Oct. 5, 2011	Nov. 2, 2011
Health Sciences	BS	Gerontology	Dec. 15, 2011	Feb. 1, 2012
Health Sciences	BS	Health Services Administration	Dec. 15, 2011	Feb. 1, 2012
Health Education	BS		Dec. 15, 2011	Feb. 1, 2012
Interior Design	BS		Dec. 15, 2011	Feb. 1, 2012
Interior Design	BS		Dec. 15, 2011	Feb. 1, 2012
Medical Technology	BS		Dec. 15, 2011	Feb. 1, 2012
Nuclear Medicine Technology	BS		Dec. 15, 2011	Feb. 1, 2012
Nursing	BSN		Apr. 16, 2013	Apr. 24, 2013
Nutrition	BS		Dec. 15, 2011	Feb. 1, 2012
Professional Studies	BPS		Dec. 15, 2011	Feb. 1, 2012
Psychology and Counseling	BA		Oct. 5, 2011	Nov. 2, 2011
Psychology and Counseling	BS		Oct. 5, 2011	Nov. 2, 2011
Speech-Language Pathology	BS		Oct. 5, 2011	Nov. 2, 2011

College of Liberal Arts

English	BA		Oct. 5, 2011	Nov. 2, 2011
Geography	BA		Oct. 5, 2011	Nov. 2, 2011

ACT 747 120-Hour Programs		As of May 20, 2013	Undergraduate Council	Council of Deans
Geography	BS		Oct. 5, 2011	Nov. 2, 2011
Interdisciplinary Liberal Studies	BA		Oct. 5, 2011	Nov. 2, 2011
African & African-American Studies	BA		Oct. 5, 2011	Nov. 2, 2011
History	BA		Oct. 5, 2011	Nov. 2, 2011
History	BS		Oct. 5, 2011	Nov. 2, 2011
Philosophy	BA		Oct. 5, 2011	Nov. 2, 2011
Philosophy	BS		Oct. 5, 2011	Nov. 2, 2011
Religious Studies	BA		Oct. 5, 2011	Nov. 2, 2011
International Studies	BA		Oct. 5, 2011	Nov. 2, 2011
Political Science	BA		Oct. 5, 2011	Nov. 2, 2011
Political Science	BS		Oct. 5, 2011	Nov. 2, 2011
Public Administration	BS		Oct. 5, 2011	Nov. 2, 2011
Social Studies – History	BSE		Apr. 16, 2013	Apr. 24, 2013
Sociology	BA		Oct. 5, 2011	Nov. 2, 2011
Sociology	BS		Oct. 5, 2011	Nov. 2, 2011
World Languages/Modern Languages	BA		Oct. 5, 2011	Nov. 2, 2011
World Languages	BA	Teacher Licensure/ESL Endorsement	Oct. 5, 2011	Nov. 2, 2011
College of Natural Sciences and Mathematics				
Biology	BS		Dec. 15, 2011	Feb. 1, 2012
Chemistry	BS		Nov. 15, 2011	Dec. 7, 2011
Chemistry	BS	ACS Standard Track	Nov. 15, 2011	Dec. 7, 2011
Computer Science	BS		Nov. 15, 2011	Dec. 7, 2011
Environmental Science	BS	Biology, Chemistry, Planning and Administration	Jan. 24, 2012	Feb. 1, 2012
Mathematics	BA		Nov. 15, 2011	Dec. 7, 2011
Mathematics	BS		Nov. 15, 2011	Dec. 7, 2011
Applied Mathematics	BS		Nov. 15, 2011	Dec. 7, 2011
Physics and Astronomy	BS	Physics	Nov. 15, 2011	Dec. 7, 2011

ACT 747 120-Hour Programs		As of May 20, 2013		Undergraduate Council	Council of Deans
Physics and Astronomy	BS	Applied		Nov. 15, 2011	Dec. 7, 2011
Physics and Astronomy	BS	Biological		Nov. 15, 2011	Dec. 7, 2011
Physics and Astronomy	BS	Chemical		Nov. 15, 2011	Dec. 7, 2011
Physics and Astronomy	BS	Mathematical		Nov. 15, 2011	Dec. 7, 2011
Physics and Astronomy	BS	Physical Science		Nov. 15, 2011	Dec. 7, 2011
Physics and Astronomy	BS	General Sci, options A and B		Nov. 15, 2011	Dec. 7, 2011

EXECUTIVE SESSION

Executive session, for the purpose of considering personnel matters, was unanimously declared upon motion by Elizabeth Farris and second by Kay Hinkle.

OPEN SESSION

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

“BE IT RESOLVED: That the Board of Trustees hereby approves: (1) the appointments, resignations, changes in title, salary adjustments and other matters discussed in executive session and shown on the personnel list; (2) a one-year extension of the employment contract for Coach Clint Conque, with no increase in salary; (3) an employment contract for baseball coach Allen Gum for three years at a salary of \$80,000 per year; and (4) an employment agreement with Tom Courtway for a period commencing July 1, 2013, and ending June 30, 2105. Through June 30, 2014, President Courtway’s salary will remain the same; other than his salary and residing in the president’s home, there are no other benefits or payments other than the same as those for other university employees; the agreement provides that either the University or President Courtway may terminate the agreement for any reason upon 90-days written notice, and the University may terminate the agreement immediately “for cause”; and, at the May 2014 Board meeting the Board will evaluate his job performance and determine whether any changes should be made.”

There being no further business to come before the Board, the meeting was adjourned upon motion by Brad Lacy and second by Shelia Vaught.

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

Victor Green
Chair

Brad Lacy
Secretary