

The Board of Trustees of the University of Central Arkansas convened in regular meeting Friday, August 11, 1989, at 3:00 p.m. in the Burdick Business Building, Room 220, with the following officers and members present, to-wit:

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|----------------|---------------------|
| Chairman: | Mr. Joe M. White |
| Vice Chairman: | Dr. Harold Chakales |
| Secretary: | Mr. Herby Branscum |
| | Mr. Ben F. Burton |
| | Mr. James W. Ahlf |
| | Mrs. Elaine Goode |

and with the following absent, to-wit: Mr. B. J. McCoy

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

Minutes of the last meeting, April 28, 1989, were approved as circulated, on motion by Mr. Ahlf, seconded by Mr. Branscum, and passed.

PRESIDENT'S REPORT

President Thompson reported on the following items:

Introduction of New Senate Presidents. Introduction of Ms. Mary Mabry, Staff Senate President, and Dr. Rebecca Williams, Faculty Senate President, for 1989-90;

O. W. McCastlain Charitable Lead Trust. Announced the receipt of the O. W. McCastlain Charitable Lead Trust which will amount to \$65,000 per year for the next 15 years, with the corpus amounting to \$975,000. With spending no principal, one-half of income will be spent on an endowed chair in the College of Business, and one-half will be used for the Honors College. Mr. McCastlain was a 1930 graduate of Arkansas State Teachers College, and held a 100 yard dash record for 33 years. He will be honored at the 1989 Homecoming;

Phonathon Update. Gave an up-date on the Phonathon results - \$50,000 (75% of pledges) has been collected; the annual fund drive amount of \$85,000, in addition to a \$15,000 gift from Mr. Sheffield Nelson, boosts the UCA Foundation assets to \$1,000,000;

Affirmative Action Report Update. Reported on UCA's continuing efforts of conforming to the legislative requirements for each institution to have an Affirmative Action Office. Five minority faculty have left the University in the last year. Competition is great and minority sources are limited;

Report on Search for Vice President for Academic Affairs Position. Dr. Thompson will visit the three finalists within the next month, with a decision to be made before the end of September;

Report on Search for Graduate Dean Position. Six candidates are to be interviewed, three from the UCA campus and three from off-campus;

Christian Cafeteria, Bear Pit, and Itza Pizza Renovation Update. President Thompson reported on the status of the renovation.

Registration. Reported that we have the largest freshman class in the University's history with near capacity in the women's dormitories and a waiting list for the men's dormitories;

Update on College of Business Accreditation. Dean Carroll gave an update on the College of Business accreditation saying the key item is journal articles based on research. Seventy-five percent of faculty holds the doctorate and have published; 71 students were in the program last year, 30 were added, with 21 graduating in May and August. Dr. Carroll was encouraged in his recent meeting with the American Assembly of Collegiate Schools of Business in St. Louis, and felt there is an excellent chance for accreditation in Spring 1990. There will be a visit on campus January 15 by last year's chairman and one other staff member of the accrediting committee;

Snow Fine Arts Report on Renovation. President Thompson discussed plans to hire an architect to assess problems and resolutions in renovating and making additions to the Snow Fine Arts building in about two years; a possible location of an addition is the parking lot behind the Recital Hall and Minton Hall. Some of the Music Department's problems in the accreditation visit were inadequate facilities. Other deficiencies do not relate to music, i.e., the fly loft not being completed, due to lack of funds, when the building was constructed. Moving the Art Department to McAlister Hall will give more space for the Music Department;

Telephone System Report. The Department of Computer Services will do the modification to update the telephone system on campus as we don't have the expertise on campus to evaluate the needs. There is a possibility the system will be on the Little Rock exchange as well as Conway;

DHE Visit October 13. Details to follow for possible visits with members of the UCA Board of Trustees;

Trustee Lecture Series. William Buckley on October 4 is the only scheduled Trustee Lecturer for this year. Asked for approval to reallocate the balance of the Trustee Lecture Fund to another need;

Asbestos Removal Project. There is no federal requirement for the removal of asbestos except when renovating. Dr. Thompson suggested using capital funds to have a comprehensive asbestos removal evaluation survey conducted by a Russellville firm at a cost of \$50,000;

RHA Fees. Dr. Thompson discussed RHA fees as voluntary donations and approval by the Board not necessary;

Other. Teacher Education participating schools were discussed; College of Education is working with Greenbriar schools.

FINANCIAL REPORT

Financial Report Discussion. Mr. McCormack discussed the Comparison of Resource Allocation by Percentage for Fiscal Year 1988/89 handout. Also, discussed the 1.6% increase in the total \$37,000,000 that resulted from increase in state funding very late in the fiscal year.

OLD BUSINESS

Fraternity Housing Resolution. The University of Central Arkansas recognizes the importance of a strong, active Greek system. Adequate meeting facilities are essential for such an organization to exist. As a result of the growth of UCA's Greek system over the years, the current University policy concerning ownership of property has placed a hardship on several Greek organizations and is in need of change. The hardship results from the University's inability to provide meeting space within the residence hall system for all recognized Greek organizations. In addition, the meeting space provided for several organizations is not adequate because of their large membership.

Studies have been made of the various housing options available to the University to solve this problem. None of the options studied provides an easy solution. All have numerous positive and negative considerations and may be second-guessed by members of the UCA and Conway communities whenever problems occur in the future. Though the University would prefer keeping the Greeks on campus, it is recognized that this is not an acceptable alternative to all Greek organizations nor to many of their alumni. The option of allowing Greek organizations to build or rent property off campus, if done under strict University standards, is the solution recommended by the University. This option will permit Greek organizations to secure property of an appropriate size to meet their needs while not placing a financial burden upon UCA. In addition, by encouraging organizations to locate close to campus as proposed, assures that they will remain highly visible and active in University life.

It is recognized that implementation of this alternative will require careful coordination with the Conway community and its leadership. By establishing high standards in order to maintain official University recognition, UCA should have some leverage to deal with the Greek organizations when problems occur.

The following resolution was adopted upon motion by Mr. Branscum, seconded by Mr. Ahlf, and passed:

"BE IT RESOLVED: that the Board of Trustees hereby authorizes the Administration to allow Greek organizations to purchase or rent property off campus, if done under the following standards which will be required in order to maintain official recognition by UCA:

(1) The organization will obtain the approval and support of its local alumni board, national office, or appropriate governing body.

(2) The organization will develop a set of "house rules" and have these rules approved by the appropriate governing body. Additionally, these rules must be approved and placed on file with the Vice President for Student Affairs prior to occupancy of the property. Approved "house rules" must contain a minimum of the following:

- (a) Appropriate visitation policy;
 - (b) policies concerning alcoholic beverages and prohibiting the possession or use of illegal drugs and controlled substances;
 - (c) procedures for regular safety and maintenance inspections;
 - (d) identification of items that cannot be used, possessed, or stored on fraternity property;
 - (e) provisions for parking; and
 - (f) identification of quiet hours.
- (3) The organization will have a Resident Counselor who is selected by the appropriate governing board.
- (4) The organization will establish procedures to appropriately discipline members who violate "house rules" or local or state laws.

"BE IT FURTHER RESOLVED: that the Administration is hereby authorized and directed to consider the following criteria in granting approval to purchase or rent property off campus: size of organization, financial stability, "house rules," support of governing body, location of property, and agreement to work with local city officials to meet local zoning requirements."

Commons Building Additional Funds. The renovation of the Commons Building was approved at the June 17, 1988, meeting of the UCA Board of Trustees with an estimated cost of one million dollars. An architect has been employed, detailed plans and specifications have been developed, and on July 20, 1989, bids were received from eleven qualified bidders with bids ranging from a low of \$940,000 to a high of \$1,137,411. The low bidder is ARCO Construction Company of Little Rock, Arkansas.

When the low construction bid of \$940,000 is added to asbestos removal, architect fees, landscaping, furnishings, and a modest contingency, the total estimated cost increased to \$1,117,500. This is an increase of \$117,500 over the original cost estimate for this project.

After viewing the design concept and space allocation for this project, the following resolution was adopted upon motion by Mr. Burton, seconded by Dr. Chakales, and passed:

"BE IT RESOLVED: that the Commons Building be renovated according to the design concept and space allocation presented to the Board and that the budget for the project be approved for \$1,117,500.00."

Physical Therapy Program - Fees. Students enrolled in the Physical Therapy assistant program are charged an applied fee of \$50 per semester for two semesters and students in the B.S. Physical Therapy program are charged \$100 per semester for two semesters. If the master's degree program in Physical Therapy is approved by the State Board of Higher Education, an applied fee of \$100 per semester should be charged for students enrolled in this program. Currently students are not charged for attendance in the summer session or when they are assigned to clinics. It is proposed that these fees be charged each term including the summer session but continue to exclude the term when students are assigned to clinics. If the applied fee is charged in the summer as well as in other terms, excluding the clinical semester, M.S. students would pay the \$100 for six terms while B.S. students would pay for four terms. The proposed increases would apply only to new students entering the program. The fees would begin as soon as the M.S. program is implemented. The proposed changes would assist in financing the Physical Therapy programs.

The following resolution was adopted upon motion by Mr. Branscum, seconded by Mr. Burton, and passed:

"BE IT RESOLVED: That the Board Policy Number _____ be amended to read that the Board of Trustees approves applied fees of \$100 per term including the summer session for the B.S. and M.S. programs in Physical Therapy. Students in the PT program will not be charged for the term they are assigned to the clinics. The increased fees approved herein will be charged to students applying and being admitted to the Physical Therapy program after this date."

Physical Therapy Program - Budget Revision. The University of Central Arkansas has immediate implementation of a master's degree program in physical therapy as a high priority. Accordingly, enrollment and budgetary decisions have been made which (assuming State Board of Higher Education approval in October) will facilitate implementation of this program in January 1990.

Meanwhile, to address the severe shortage of physical therapists in Arkansas, the decision was made to accept an additional 7 students (beyond the usual 32) to the June 1989 class. Additionally, a special class of 16 students has been selected for enrollment in August 1989. The curriculum is sequenced so that students admitted in the June or August classes may request a transfer to the master's degree class in January of 1990 if that program is approved by the Department of Higher Education. Since 20 of the 39 students in the June class, and 10 of the 16 admitted to the August class already hold the bachelors degree, there will be an ample pool of students eligible for graduate study.

At the April 28, 1989, meeting of the University of Central Arkansas Board of Trustees, a fiscal year 1989/90 operating budget was approved for the Department of Physical Therapy which totaled \$390,455. This budget was not sufficient to implement the master's degree program in physical therapy for which approval is being sought from the Arkansas Board of Higher Education. At a previous meeting of the ABHE, our request was deferred because of State budgetary constraints. It is hoped that the State Board will grant the authority to start the master's degree program if the ability to fund the program is demonstrated. Attached is an operating budget for this department which compares last fiscal year

(1988/89) with the original budget which was approved at the April 28, 1989, Board meeting for a total of \$390,455. The proposed revision would bring the budget for that department to \$450,222 which would be sufficient funding to add the master's program.

The following resolution was adopted upon motion made by Mr. Branscum, seconded by Dr. Chakales, and passed:

"BE IT RESOLVED: That the UCA Board of Trustees approves a total fiscal year 1989/90 operating budget of \$450,222 for the Department of Physical Therapy which includes funds to initiate the master's degree program in that department."

PHYSICAL THERAPY DEPARTMENT
BUDGET COMPARISON
Fiscal Years 1988/89 and 1989/90

| | <u>F/Y 1988/89</u> | <u>F/Y 1989/90</u> | | <u>Increase Over Original</u> |
|-------------------------------|--------------------|--------------------|------------------------------|---------------------------------------|
| | | <u>Original</u> | <u>Proposed Revision</u> | |
| SALARIES & WAGES | | | | |
| Teaching Salaries | | | | |
| 9 & 12 Months | \$182,299 | \$236,852 | \$257,257 | \$ 20,405 |
| Summer Terms | 22,271 | 23,162 | 39,710 | 16,548 |
| Other Non-Classified Salaries | 23,847 | 25,040 | 25,040 | -0- |
| Classified Salaries | 10,923 | 11,645 | 21,915 | 10,270 |
| Student Help | <u>1,251</u> | <u>1,251</u> | <u>1,251</u> | <u>-0-</u> |
| TOTAL SALARIES & WAGES | <u>\$240,591</u> | <u>\$297,950</u> | <u>\$345,173</u> | <u>\$ 47,223</u> |
| FRINGE BENEFITS | <u>\$ 59,83</u> | <u>\$ 74,175</u> | <u>\$ 86,294</u> | <u>\$ 12,119</u> |
| MAINTENANCE & OPERATIONS | | | | |
| Supplies & Services | \$ 9,318 | \$ 10,716 | \$ 10,716 | \$ -0- |
| Postage | 368 | 424 | 424 | -0- |
| Telephone | 1,752 | 2,015 | 2,015 | -0- |
| Travel (Individual & Group) | <u>4,500</u> | <u>5,175</u> | <u>5,600</u> | <u>425</u> |
| TOTAL M&O | <u>\$ 15,938</u> | <u>\$ 18,300</u> | <u>\$ 18,755</u> | <u>425</u> |
| TOTAL COST | \$316,364 | \$390,455 | \$450,222 | \$ 59,767 |
| ADDITIONAL FEES: | | | | |
| Undergraduate (1) | | | \$ -0- | \$ -0- |
| Graduate (2) | | | | |
| Applied Fees | | | 3,200 | 3,200 |
| Tuition | | | <u>7,440</u> | <u>7,440</u> |
| TOTAL ADDITIONAL FEES | | | \$ 10,640 | \$ 10,640 |

(1) Additional revenue will be generated in future years when new students are admitted and applied fees are charged for four rather than two semesters (see agenda item on P.T. Fees).

(2) This represents only two-thirds of fees to be charged in a full-year since this M.S. program is expected to begin in January 1990 and will be operational for only two rather than three terms.

NEW BUSINESS

Capital Projects. Listed below are six capital projects which have been selected from a large list of capital requests presented by the various Divisions of the University. The Board is requested to approve these projects to be financed primarily from year-end funds.

| | | |
|----|---|-----------|
| 1. | Roof Replacement for THD; | \$132,000 |
| 2. | Roof Replacement for Harrin Hall; | 16,400 |
| 3. | Selective Tree Pruning; | 25,000 |
| 4. | Parking Lot South of Wingo Hall. Includes paving, striping, signs, and landscaping with a concrete walk bridge across the ditch; | 38,500 |
| 5. | Main Hall - Present cooling capacity of the equipment in Main is inadequate. Must improve A/C effectiveness. | 50,000 |
| 6. | Exterior Lighting - Phase I of six phases | 60,000 |
| 7. | Survey of Asbestos in Buildings | 65,000 |

The following resolution was adopted upon motion by Mr. Branscum, seconded by Mrs. Goode, and passed:

"BE IT RESOLVED: That the Board of Trustees authorizes the expenditure of funds for the capital projects indicated above as funds become available."

The following resolutions concerning Grievance Procedures Amendment for Faculty Handbook, Tenure and Promotion Procedures for Faculty Handbook, Sabbatical Leave Modification, Sexual Harassment Policy, and Sick Leave and Military Leave were jointly adopted upon motion made by Mr. Ahlf, seconded by Mrs. Goode, and passed:

Grievance Procedures Amendment for Faculty Handbook. In resolving a recent grievance, the President directed the Vice President for Academic Affairs and the Faculty Senate to study whether there should be changes made to the faculty grievance procedures concerning the amount of time a supervisor should have to respond to a grievance and whether or not the response should be in writing.

The President approves the recommendation of the Faculty Senate and the Vice President for Academic Affairs that the underlined language in the proposed resolution be approved. The language will be inserted in the revisions of the Faculty Handbook.

"BE IT RESOLVED: That Board Policy Number _____ be amended by adding the following underlined words to paragraph 1 of the Procedures for Faculty Grievance and Appeals found in the May 15, 1986, Faculty Handbook Revisions:

"Faculty members having a grievance or appeal to be submitted to the Faculty Grievance Council, the Academic Freedom Committee, or the Tenure and Promotion Appeals Committee should first insure that an attempt has been made to resolve the dispute through the administrative process. The faculty member should first schedule a conference with his/her immediate supervisor. The supervisor shall respond in

writing within fifteen working days. Should the dispute remain unresolved, the faculty member should pursue a satisfactory resolution with each of his/her on-line supervisors through the office of the Academic Vice President. Each supervisor shall respond in writing within fifteen working days. The faculty member may initiate a formal grievance action or appeal only after these administrative remedies have been exhausted."

Tenure and Promotion Procedures Amendment for Faculty Handbook. The Faculty Handbook does not specifically state that the departmental tenure/promotion committee's recommendations will be forwarded to the college tenure/promotion committee and does not indicate what action will be taken in the event a departmental chair is not recommended for tenure/promotion by the departmental committee. The Faculty Senate studied the matter and forwarded a recommendation that Board Policy Number _____ and the Faculty Handbook be amended by the following language. The President approves the Faculty Senate recommendation.

"BE IT RESOLVED: That Board Policy Number _____ be amended by adding the following underlined words to section 12, B, part 3, of the Faculty Handbook found on page 53:

"The department chair shall receive each application for tenure/promotion and recommendation of the departmental committee. Following an independent review of each application, the chair shall make a positive or negative recommendation in writing, and forward the tenure applications and the departmental tenure committee's recommendations to the college tenure committee, and the promotion applications and the departmental promotion committee's recommendations to the college promotion committee. All positive recommendations shall be placed in priority order. The department chair shall meet with any candidate who has received a negative recommendation from the departmental committee or the departmental chair. The candidate may, at this point, withdraw the application; if not withdrawn, the application, the recommendation of the departmental committee, and the recommendation of the departmental chair, shall be submitted to the appropriate college committee before February 1.

"In any case in which the department chair is a candidate for tenure/promotion, the tenure application shall be forwarded directly from the departmental tenure committee to the college tenure committee, and the promotion application shall be forwarded directly from the departmental promotion committee to the college promotion committee. If, however, the department chair is not recommended by the departmental tenure/promotion committee, the chair of the departmental committee concerned will notify the chair so he/she may have the option of withdrawing the application."

Sabbatical Leave Modification. As currently processed, sabbatical leave requests for the Spring semester are formally acted upon late in the preceding Fall semester. This allows a very short planning period for the department and for the faculty member taking sabbatical leave.

The time frame recommended in the following resolution will provide sufficient time for successful applicants to adequately finalize plans for the activities proposed in their sabbatical applications (e.g., enter into agreements with other agencies, make travel plans, etc.).

The time table will permit chairmen to more adequately plan for the absence(s) created when faculty receive sabbatical leave (e.g., develop class schedules, seek replacement faculty, etc.).

"BE IT RESOLVED: That Board Policy Number _____ is amended by adding the following to the existing policy statement: Beginning with the Fall Semester of 1990, the University Sabbatical Leave Review Committee will consider, during the Fall Semester, applications for sabbatical leave for the following summer, the following fall semester and the following academic year.

"Beginning with the Spring Semester of 1991, the University Sabbatical Review Committee will consider, during the Spring Semester, applications for sabbatical leave for the following spring semester.

"The timetable for submission and consideration of sabbatical leaves will be as follows:

1. During the fall semester applications for sabbatical leave shall be submitted to the appropriate department chairman by September 15. The application will be reviewed by the department chairman and the college dean and submitted to the Office of the Vice President for Academic Affairs no later than October 1. The University Sabbatical Leave Review Committee will review all applications and make recommendations to the Academic Vice President by November 1. The Academic Vice President will make a recommendation concerning sabbatical leaves and forward them to the president who will submit a recommendation to the Board of Trustees by November 15.

2. During the spring semester applications for sabbatical leave will be submitted to the appropriate department chairman by January 15. Applications will be reviewed by the departmental chairmen and the college dean and submitted to the Vice President for Academic Affairs no later than February 1. The University Sabbatical Leave Review Committee will review all applications and make recommendations to the academic vice

president by March 1. The academic vice president will make recommendations concerning sabbatical leaves and forward them to the president who will submit a recommendation to the Board of Trustees by March 15.

"Upon application to the Vice President for Academic Affairs, exceptions can be made to the timetable of the institutional sabbatical leave program. Such exceptions require

1. the respective department chair and college dean to submit evaluations and recommendations;

2. the Vice President for Academic Affairs to call a special session of the Sabbatical Leave Review Committee in order to receive its evaluation and recommendations on all exceptions.

"Until the Fall Semester of 1990, the President is authorized to promogate the timetable for the submission, consideration and approval of sabbatical leaves.

"Until the Fall Semester of 1990, sabbatical leave requests will continue to processed as they have been handled in the past."

Sexual Harassment Policy. Supreme Court interpretation of the Civil Rights Act requires employers to prohibit quid pro quo sexual harassment and provides that the employer has an affirmative duty to insure that a hostile sexual harassment environment does not exist in the work-place.

An Ad Hoc Committee consisting of representatives from the faculty, staff and students recommended the adoption of the proposed policy. The policy has been favorably reviewed by the Faculty, Staff and Student Senates. The President approves the recommendation of the Ad Hoc Committee and recommends the adoption of the proposed Sexual Harassment Policy as Board Policy Number

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

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

- A. submission to such conduct is either explicitly or implicitly made a condition of an individual's employment with the University or a factor in the educational program of a student; and/or

- B. submission to or a rejection of such conduct by an individual is used as the basis for an employment or academic decision affecting such individual; and/or
- C. such conduct has the purpose or effect of substantially interfering with an individual's right to achieve an educational objective or to work in an environment free of intimidation, hostility, or threats stemming from acts or language of a sexual nature.

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

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

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

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

Sick Leave and Military Leave Amendments. Acts 265 and 586 of 1989 revised the State's sick leave and military leave policies, necessitating changes in the University's policies. It is recommended that the Staff Handbook and the Faculty Handbook policy for 12 month administrative personnel with faculty rank be revised to reflect the changes indicated in Acts 265 and 586 of 1989.

"BE IT RESOLVED: That the University administration be authorized to make the changes in its sick leave and military leave policies (Board Policy Number _____), as required by Act 265 and 586 of 1989, as outlined below:

Staff Handbook RevisionsSick Leave:

~~Present Policy (Delete): An employee may be required to furnish a certificate from an attending physician if he/she has been ill for five or more consecutive days.~~

Revised Policy (Add): Employees who are on sick leave for five (5) or more consecutive days must furnish a certificate of illness from an attending physician. Also, an employee may be required to furnish a certificate from an attending physician if he/she has been sick fewer than five (5) consecutive days. A certificate from a Christian Science practitioner listed in The Christian Science Journal may be submitted in lieu of a physician's certificate.

~~Present Policy (Delete): Full time employees covered by this handbook accrue sick leave at the rate of one day for each month, up to a maximum of 90 days.~~

Revised Policy (Add): Full time employees covered by the handbook accrue sick leave at the rate of one day for each month, up to a maximum of 120 days, which may be carried over at the end of the calendar year.

Military Leave:

~~Present Policy (Delete): Employees who are members of the National Guard or any of the reserve branches of the Armed Forces shall be granted two weeks leave annually, plus necessary travel time for annual training requirements.~~

Revised Policy (Add): Employees who are members of the National Guard or any of the reserve branches of the U. S. Armed Forces will be granted leave at the rate of fifteen (15) working days per calendar year, plus necessary travel time for annual training purposes. A maximum of fifteen (15) days may be carried forward to the succeeding calendar year.

12 Month Administrative Personnel With Faculty Rank Revisions and Policy To Be Published in Faculty HandbookSick Leave:

~~Present Policy (Delete): All twelve-month administrative personnel with faculty rank who assume administrative positions after January 1, 1989, will accumulate sick leave at the rate of eight (8) hours per month with a maximum accrued leave of seven hundred twenty (720) hours.~~

Revised Policy (Add): All twelve-month administrative personnel with faculty rank who assume administrative positions after January 1, 1989, will accumulate sick leave at the rate of eight (8) hours per month with a maximum accrued leave of nine hundred sixty (960) hours.

~~Present Policy (Delete): An employee may be required to furnish a certificate from an attending physician if he/she has been ill for five or more consecutive days.~~

Revised Policy (Add): Employees who are on sick leave for five (5) or more consecutive days must furnish a certificate of illness from an attending physician. Also, an employee may be required to furnish a certificate from an attending physician if he/she has been sick fewer than five (5) consecutive days. A certificate from A Christian Science practitioner listed in The Christian Science Journal may be submitted in lieu of a physician's certificate."

Dental Insurance. The Hartford Company provided University employees and dependents with group dental insurance for several years. Hartford requested a 63% increase in rates for the 1989-90 contract year. Therefore, the University decided to bid its dental program.

Bids were recently opened and it was recommended to award UCA's group policy for the 1989-90 year to Jefferson-Pilot Insurance Company of Greensboro, North Carolina. Jefferson-Pilot rates compared to the 1988-89 Hartford rates are as follows:

| | 1988-89 Rates <u>Hartford</u> | 1989-90 Rates <u>Jefferson-Pilot</u> | <u>Savings</u> |
|----------------------------------|-------------------------------------|--|----------------|
| Employee | \$ 11.81 | \$ 8.60 | \$ 3.21 |
| Employee & Spouse | 23.61 | 17.20 | 6.41 |
| Employee, Spouse & Child(ren) | 34.50 | 28.69 | 5.81 |
| Employee & Child(ren) | 29.27 | 20.09 | 9.18 |

By awarding the contract to Jefferson-Pilot, the University will realize a savings of approximately \$25,000 as compared to 1988-89 Hartford rates. Employees will also realize a savings for dependent coverage and the benefits will be approximately the same. The President recommended that the University dental insurance plan for employee and dependents be awarded to Jefferson-Pilot Insurance Company of Greensboro, North Carolina.

The following resolution was adopted upon motion by Mr. Branscum, seconded by Dr. Chakales, and passed:

"BE IT RESOLVED: That the University Administration is authorized to contract with Jefferson-Pilot Insurance Company for the 1989-90 fiscal year to provide group dental insurance coverage for employees and dependents at the 1989-90 rates shown above."

Blue Cross/Blue Shield Contract. The present contract for hospitalization insurance for University employees will expire August 31, 1989. Blue Cross/Blue Shield has proposed to extend the University's contract for six months with a rate increase of 34.4%. The University provides its employees with Prime Care Network and Standard Plan Coverage. The rates are the same for both plans. The rate increase will be effective from September 1, 1989, through December 31, 1989. On January 1, 1990, Blue Cross/Blue Shield will not offer a continuation of Prime Care but will be offering the Standard Plan with an HMO, the Standard Plan with a possible PPO, or the Standard Plan only.

If the University decides to offer the Standard Plan only, January 1, 1990, there is a possibility that the rates will be reduced. The rates proposed by Blue Cross/Blue Shield from September 1, 1989, through December 31, 1989, are as follows:

| | <u>Present</u> | | | <u>Proposed</u> | | | <u>Increases on Proposed</u> | | |
|---------|-----------------|-----------------|--------------|-----------------|-----------------|--------------|------------------------------|-----------------|--------------|
| | <u>Employer</u> | <u>Employee</u> | <u>Total</u> | <u>Employer</u> | <u>Employee</u> | <u>Total</u> | <u>Employer</u> | <u>Employee</u> | <u>Total</u> |
| Indiv. | \$ 80.44 | \$ -0- | \$80.44 | \$108.11 | \$ -0- | \$108.11 | \$ 27.67 | \$ -0- | \$27.67 |
| 2-Party | 80.44 | 81.81 | 162.25 | 108.11 | 109.95 | 218.06 | 27.67 | 28.14 | 55.81 |
| Family | 80.44 | 160.19 | 240.63 | 108.11 | 215.30 | 323.41 | 27.67 | 55.11 | 82.78 |

It is felt that even though this rate increase is high, it would be in the best interest of the University and its employees to continue the present health insurance coverage.

The following resolution was adopted upon motion by Dr. Chakales, seconded by Mr. Ahlf, and passed:

"BE IT RESOLVED: That the University Administration be authorized to extend its employees present health insurance contract with Blue Cross/Blue Shield for the period September 1, 1989, to December 31, 1989, at the rates reflected above."

Corporate Relations Provisional Positions. Act 36 of 1989, which became effective July 1, 1989, exempted certain provisional positions funded from external sources from the requirement that the establishment of such positions receive prior approval from the State Department of Higher Education. The new law authorizes the establishment of such positions upon approval by the Board of Trustees, with quarterly reporting to the State Department of Higher Education.

The Board of Trustees approved in its April 28, 1989, Board meeting--prior to the effective date of Act 36--the extension of the employment of Bill Miller as Director of Corporate Relations and Lois Love as Assistant Director of Corporate Relations, contingent upon the receipt of a 10/10 grant from the State Department of Higher Education. At that time, the new procedures for approving such positions pursuant to Act 36 had not been promulgated. On June 15, 1989, the Administration was advised of the new procedures which require that the Board authorize the establishment of such positions.

The following resolution was adopted upon motion by Mrs. Goode, seconded by Dr. Chakales, and passed:

"BE IT RESOLVED: That, pursuant to Act 36 of 1989, the Board of Trustees of the University of Central Arkansas hereby authorizes the creation of two provisional positions entitled Director of Corporate Relations and Assistant Director of Corporate Relations at salaries of \$44,720.00 and \$21,500.00, respectively, for the fiscal year ending June 30, 1990, contingent upon the receipt of funding for such positions from a 10/10 grant from the State Department of Higher Education."

Fee Payment Deadline for Pre-registered Students. Most institutions comparable in size to UCA now accomplish registration through the use of computer terminals. It allows both the institutions and the students much more flexibility in completing the registration process. In order for UCA to do so, one change must be made in the current fee payment policy.

Students may register for classes during any one of three registration periods: pre-registration, arena registration, and late registration. Both pre-registration and late registration extend over several days and are accomplished through the use of computer terminals. Arena registration extends for only one day and is accomplished through the use of out-moded computer cards because it is not practical to provide enough computer terminals to accommodate the approximately 3,500 students who are processed during this day.

Currently, students who pre-register have until the end of the day preceding arena registration to pay fees; if they do not pay by that date and time, their pre-registration is cancelled. Each semester, there are approximately 600 such cancellations resulting in hundreds of openings in classes which were previously closed. The openings are made available on the following day, arena registration, to those who did not pre-register and to those who did pre-register but wish to avail themselves of the newly available openings. This latter group accounts for approximately 2,500 of the 3,500 who are processed during arena registration.

If the deadline for fee payment occurred several days prior to arena registration, a drop/add period extending three to five days could be conducted during which pre-registered students would have access to the class openings created by the cancellations of those pre-registered students who failed to pay fees by the deadline. Computer terminals could be used in this process. Arena registration would then be restricted to those who had not pre-registered. This would be approximately 1,000, a number which could be processed using computer terminals.

Proposal was made that "not more than fifteen working days prior to arena registration" be established as the deadline for payment of fees by pre-registered students. Payments made in person must be made on or before this date and payments made through the mail must be postmarked on or before midnight on this date.

The following resolution was adopted upon motion by Dr. Chakales, seconded by Mr. Burton, and passed:

"BE IT RESOLVED: That Board Policy Number _____ be amended to read that the Board of Trustees of the University of Central Arkansas approves the establishment of 'not more than fifteen working days prior to arena registration' as the earliest date which may be designated as the deadline for payment of fees by pre-registered students."

Continuing Education Fees. Student fees assessed for classes offered through Continuing Education have been set separately from the regular student fees assessed on campus. With the regular student fees increasing to \$53.00 and \$68.50 for undergraduate and graduate students respectively, the Division of Continuing Education recommends that the same fees be adopted for students enrolling in credit classes through Continuing Education. The change in the fee schedule would result in a \$7 per hour decrease for undergraduate students and an \$8.50 per hour increase for graduate students.

The following resolution was adopted upon motion made by Mr. Branscum, seconded by Dr. Chakales, and passed:

"BE IT RESOLVED: That Board Policy Number _____ be amended to allow the Division of Continuing Education to adopt the same fee schedule for credit classes assessed regular students of \$53.00 per semester hour for undergraduate students and \$68.50 per semester hour for graduate students, effective August 15, 1989."

Continuing Education Textbook Fees. Based on the audit of Independent Studies conducted by the University's Internal Auditor, it was revealed that the cost of purchasing textbooks for rental purposes was considerably more expensive than the current rental charge of \$3.00. Based on the information derived from this analysis, it was recommended that Continuing Education increase the rental fee to \$10.00 as this was the rental fee necessary to break even in providing this service.

The following resolution was adopted upon motion made by Mr. Branscum, seconded by Dr. Chakales, and passed:

"BE IT RESOLVED: That the Board of Trustees of the University of Central Arkansas approves the fee of \$10.00 for the rental of textbooks in the Independent Studies program in the Division of Continuing Education effective August 15, 1989."

Summer Athletic Camps. At its meeting on April 6, 1977, the Board of Trustees adopted a policy on summer athletic camps (Board Policy Number ____.) This policy stated that there were three primary purposes for developing summer athletic camps for junior and senior high students:

- (1) As a public service to youngsters throughout the state by providing intensive instruction in athletic skills;
- (2) As a source of supplementary income for the members of the athletic staff who develop and conduct these programs; and
- (3) As a supplemental source of income for the athletic department of the University.

Subsequently, the State Legislature adopted Act 707 of 1981 (Ark. Code Ann. §6-62-401 (1987)) which governs the use of campus facilities by employees of state institutions of higher learning for private compensation. While the Act authorizes boards of trustees to grant permission for such activities, it requires that the boards make express findings of fact in certain areas. It also requires that the boards reduce this permission to writing, which must include a statement of charges to be paid to UCA as the costs associated with operating and maintaining the facilities which will be temporarily devoted to the particular activity conducted by that employee.

The following findings of fact, permissions, and resolutions related thereto are recommended for adoption by the Board to replace Board Policy Number ____ (Summer Athletic Camps) and to be added to Board Policy Number ____ (Space Utilization Policy and Procedures):

"WHEREAS, the summer athletic camps involve no conflict of interest with the mission and purpose of the University of Central Arkansas; and

"WHEREAS, the summer athletic camps will bring to the campus a significant number of persons who are potentially future students who might tend to enroll on the campus as a result of their exposure to its facilities and its personnel while engaged in these activities; and

"WHEREAS, the summer athletic camps will generate funds to be paid to the University of Central Arkansas for housing, meals, and for the use of other institutional facilities and resources which will produce significant revenues in support of the auxiliary functions of the campus.

"WHEREAS, summer athletic camps as permitted herein do not readily fall into any of the four categories identified as "University activities" for determining fee assessment in the University's current space Utilization Policies and Procedures;

"THEREFORE, BE IT RESOLVED: THAT the Board hereby grants retroactive permission for the following athletic camps which have been conducted during the summer of 1989 and approves the following statement of charges to be paid to the University as the costs associated with operating and maintaining the facilities which were temporarily devoted to the camps:

| | | Facility Fee |
|---|--|---|
| COLLEGE POTENTIAL BASKETBALL CAMP June 18-22, 1989 | | |
| Instruction ----- | Arch Jones, Jr., Camp Director Don Dyer, Camp Director | |
| Facility ----- | Farris Center - Gym, Dressing Rms., PC Room (5 days), Classroom (4 days), Pool (2 hrs.) | \$250.00 per session + \$25.00 lifeguard fee |
| | Old Gym - Gym (5 days), Class- room (4 days) | |
| Housing ----- | Arkansas Hall 4 nights | \$6 per night per person |
| Food Service ----- | Christian Cafeteria | * |

Cost per session will be \$150.00, including room and board.
Cost per session for day campers will be \$75.00.

GIRLS BASKETBALL CAMP
June 25-29, 1989

| | | |
|--------------------|---|---|
| Instruction ----- | Ron Marvel, Camp Director | |
| Facility ----- | Farris Center - Gym, Dressing Rms., PC Room, Classroom (5 days) | \$210.00 per session |
| | Old Gym - Gym (3 days) | |
| Housing ----- | Hughes Hall | 4 nights \$6 per night per person |
| Food Service ----- | Christian Cafeteria | * |

Cost per session will be \$150.00, including room and board.
Cost per session for day campers will be \$75.00.

BOYS JHS BASKETBALL CAMP
July 9-13, 1989

| | | |
|--------------------|--|---|
| Instruction ----- | Arch Jones, Jr., Camp Director | |
| Facility ----- | Farris Center - Gym, Dressing Rms. PC Room, Classroom (5 days) Pool (2 hrs.) | \$250.00 per session + \$25.00 lifeguard fee |
| | Old Gym - Gym (5 days) | |
| Housing ----- | Arkansas Hall | 4 nights \$6 per night per person |
| Food Service ----- | Christian Cafeteria | * |

Cost per session will be \$150.00, including room and board.
Cost per session for day campers will be \$75.00

GIRLS VOLLEYBALL CAMP
July 30-August 3, 1989

| | | |
|-------------------|--|---|
| Instruction ----- | Sallie Dalton, Camp Director | |
| Facility ----- | Farris Center - Gym, Dressing Rms., PC Room (5 days) Pool (2 hrs.) | \$250.00 per session + \$25.00 lifeguard fee |
| | Old Gym - Gym (5 days) | |

| | | | |
|---------------|-------------|----------|-----------------------------------|
| Housing ----- | Conway Hall | 4 nights | \$6 per person per night |
|---------------|-------------|----------|-----------------------------------|

| | | | |
|--------------------|---------------------|--|---|
| Food Service ----- | Christian Cafeteria | | * |
|--------------------|---------------------|--|---|

Cost per session will be \$135.00. including room and board.
Cost per session for day campers will be \$70.00.

BOYS BASKETBALL DAY CAMP
August 7-9, 1989

| | | | |
|--------------------|---|--|--------------------------------------|
| Instruction ----- | Arch Jones, Jr., Camp Director | | |
| Facility ----- | Farris Center - Gym, Dressing Rms., PC Room, Classroom (3 days) | | \$ 90.00 per session |
| | Old Gym - Gym (if necessary) (3 days) | | (\$150.00 if Old Gym utilized) |
| Housing ----- | n/a | | |
| Food Service ----- | n/a | | |

Cost per session will be \$40.00. Meals are extra.

*Food services are contracted with ARASERVE, Inc. UCA receives a 12% commission.

**Some of the summer athletic camps utilize the administrative services of the Continuing Education Division of UCA. The provision of such services are negotiated separately. For the current year, payment for these services generally equals 20% of registration fees exclusive of housing and meals.

"BE IT FURTHER RESOLVED; THAT all summer athletic camps are to be conducted hereafter by and in the name of the Purple Circle Club, which will have the responsibility for hiring the camp director in charge of each summer athletic camp;

"BE IT FURTHER RESOLVED; THAT all summer athletic camp activities conducted on the University campus are to be coordinated and scheduled through the Master Calendar Office in the Division of Continuing Education;

"BE IT FURTHER RESOLVED; THAT the Purple Circle Club shall make known hereafter in all advertising or other publicity involving the summer athletic camps that participants are contracting with the Purple Circle Club and not with the University and that the University and the State of Arkansas do not assume any contractual obligations for the conduct of the summer athletic camps;

"BE IT FURTHER RESOLVED; THAT employees of the University are to participate in the summer athletic camps for private compensation only after they have discharged fully their employment responsibilities to the University; and

"BE IT FURTHER RESOLVED; THAT each employee who is authorized hereunder to engage in outside work for private compensation on or in campus facilities shall, within a reasonable period of time after completion of the employment, submit a complete financial report relating to the employment to the chief financial officer of the University, who shall submit to the Board of Trustees on an annual basis a summary of all such financial reports received by him."

EXECUTIVE SESSION

Executive session for the purpose of considering personnel was declared upon motion by Mr. Branscum, seconded by Dr. Chakales, and passed.

A two-year contract, to be reviewed annually, to serve the University as Supervisory and Athletic Physicians was offered to the Banister-Lieblong Clinic upon motion by Mr. Branscum, seconded by Mr. Burton, and passed.

The following adjustments, appointments, and resignations were approved upon motion by Dr. Chakales, seconded by Mr. Branscum, and passed:

Appointments:

1. Roy Whitehead, General Counsel, Office of the President, effective May 15 through July 1, 1989, @ a gross salary of \$2,829.00.
2. Rockie Pederson, Instructor, Part-time, Physical Education, effective August 15, 1989, through May 15, 1990, @ a gross salary of \$10,500.00.
3. Melissa Shock, Vocational Grant, Home Economics, effective May 16, 1989 through June 30, 1989, @ a gross salary of \$1,200.00.
4. Marsha Carson, Instructor, Part-time, Administrative Services/Business Education, effective Fall Semester, @ a gross salary of \$2,400.00.
5. Robert Hilliard, Associate Professor/Director of Professional Field Experiences, Professional Field Services, 3 years toward tenure, effective August 1, 1989, through June 30, 1990, @ a gross salary of \$41,250.00.
6. Michael Moore, Associate Professor with tenure, Accounting, effective August 15, 1989, @ a gross salary of \$52,000.00.
7. Michael Moore, Research Grant, Accounting, effective Second Summer Term, @ a gross salary of \$3,120.00.
8. Robert Boozer, Associate Professor, Marketing and Management, effective August 15, 1989, @ a gross salary of \$45,000.00.

9. Cathy Caldwell, Art Educator, Art, Term Appointment, effective August 15, 1989, through May 15, 1990, @ a gross salary of \$20,000.00.
10. Raymond Simon, Adjunct Professor, Administration/Secondary Education, effective August 15, 1989, through May 15, 1990 @ a gross salary of \$1,250.00.
11. Paula Titlow, Instructor, Administrative Services/Business Education, Term Appointment, effective August 15, 1989, through May 15, 1990, @ a gross salary of \$21,000.00.
12. William Moran, Assistant Professor, Biology, one year toward promotion & one year toward tenure, effective August 15, 1989, @ a gross salary of \$25,500.00.
13. Susan Gatto, Assistant Instructor, Nursing, Term Appointment, effective August 15, 1989, through December 31, 1989, @ a gross salary of \$10,000.00.
14. Steve Ellis, Director of Developmental Skills and Psychoeducational Programs, effective August 7, 1989, through July 1, 1990, @ a gross salary of \$19,712.00.
15. Barbara Knoles, Assistant Professor, History, Term Appointment, effective August 15, 1989, through May 15, 1990, @ a gross salary of \$25,500.00.
16. Kathie Buckman, Assistant Librarian, Torreyson Library, effective July 17, 1989, through December 22, 1989, @ a gross salary of \$11,700.00.
17. Michael Sutterfield, Part-time Instructor, Accounting, Fall Semester, @ a gross salary of \$1,400.00.
18. Jesse Thompson, Part-time Instructor, Accounting, Fall Semester, @ a gross salary of \$1,400.00.
19. Frank Shaw, Part-time Instructor, Accounting, Fall Semester, @ a gross salary of \$2,800.00.
20. Ellen Stengel, Instructor, English, Term Appointment, effective August 15, 1989, through May 15, 1990, @ a gross salary of \$18,500.00.
21. Steve Jackson, Instructor, English, Term Appointment, effective August 15, 1989, through May 15, 1990, @ a gross salary of \$18,500.00.
22. Susan DeBoard, Instructor, English, Term Appointment, effective August 15, 1989, through May 15, 1990, @ a gross salary of \$18,500.00.
23. Sara Dawson, Instructor, English, Term Appointment, effective August 15, 1989, through May 15, 1990, @ a gross salary of \$18,500.00.
24. Ellen Stengel, Instructor, English, Second Summer Term, @ a gross salary of \$2,400.00.
25. Patricia Retherford, Home Economics, Term-Non-Tenure Track, effective August 15, 1989 to May 15, 1990, @ a gross salary of 25,000.00.
26. Luis DeOrbegozo, Lab Assistant, School of Health Sciences, effective August 24, 1989 through December 15, 1989, @ a gross salary of \$2,400.00.

27. Barbara Beard, Lab Assistant, School of Health Sciences, effective August 15, 1989 to May 15, 1990, @ a gross salary of \$1,000.00.
28. Beverly Gibson, Instructor/Associate Director of Band, Music, Term Appointment, effective August 15, 1989 to May 15, 1990, @ a gross salary of \$24,500.00.
29. Jeff Kessinger, Instructor, Part-time, Art, effective Fall semester, @ a gross salary of \$2,400.00.
30. Joyce Fiddler, Instructor, Childhood Education, effective August 15, 1989 to May 15, 1990, Term, Non-tenure Track, @ a gross salary of \$22,000.00.
31. Lauren Maxwell, Instructor, Part-time, Marketing and Management, Fall Semester, @ a gross salary of \$2,400.00.
32. Carlton Davis, Instructor, Part-time, Accounting, Fall Semester, @ a gross salary of \$1,400.00.
33. Susan Wood, Instructor, Home Economics, Term, Non-tenure Track appointment, effective August 15, 1989 to May 15, 1990, @ a gross salary of \$21,800.00.
34. Zhila Tabatabai, Instructor, Mathematics & Computer Science, Fall Semester, @ a gross salary of \$9,500.00.
35. Dwayne Collins, Instructor, Part-time, Mathematics & Computer Science, Fall Semester, @ a gross salary of \$1,200.00.
36. Charles Watson, Instructor, Part-time, Mathematics & Computer Science, Fall Semester, @ a gross salary of \$1,200.00.
37. Margaret Huff, Instructor, Part-time, Mathematics & Computer Science, Fall Semester, @ a gross salary of \$1,200.00.
38. Patrick Reilly, Instructor, Part-time, Mathematics & Computer Science, Fall Semester, @ a gross salary of \$1,200.00.
39. Judy Gabbard, Instructor, Part-time, Biology, Fall Semester, @ a gross salary of \$2,400.00.

Adjustments:

1. John Peck, change from Associate Professor with tenure, Biology, @ a gross salary of \$29,557.00, to Associate Professor with tenure, Physical Therapy, @ a gross salary of \$29,557.00, effective August 15, 1989.
2. Charles Pinches, change from Associate Professor, Philosophy, @ a gross salary of \$26,016.00, to Associate Professor/Acting Chair, Philosophy, for the Fall Semester, @ a gross salary of \$27,016.00.
3. William Osborne, change from Director of Institutional Research, for the period July 1, 1989, to July 1, 1990, @ a gross salary of \$41,867.00, to Director of Institutional Research, for the period July 1, 1989, to July 1, 1990, @ a gross salary of \$41,123.00.
4. Harold Horton, change from Associate Director of Athletics/Head Football Coach/Cross Country Coach, for the period of July 1, 1989, to July 1, 1990, @ a gross salary of \$50,090.00, to Associate Director of Athletics/Head Football Coach/Cross Country Coach, for the period of July 1, 1989, to July 1, 1990, @ a gross salary of \$49,866.00.

Resignations:

1. Hayward Horton, Sociology, effective July 10, 1989.
2. Charlene Hagan, Home Economics, effective May 19, 1989.
3. Loretta Price, Continuing Education, effective August 31, 1989.

Retirement:

1. Bill Osborne, Institutional Research, effective December 31, 1989.

The following resolution was adopted upon motion made by Mrs. Goode, seconded by Mr. Alhf, and passed:

"BE IT RESOLVED: The Board of Trustees elects by acclamation the officers for the 1989-90 year: Chairman, Harold Chakales; Vice Chairman, Herby Branscum; Secretary, Ben Burton."

Open meeting was declared upon motion by Mr. Branscum, seconded by Dr. Chakales, and passed.

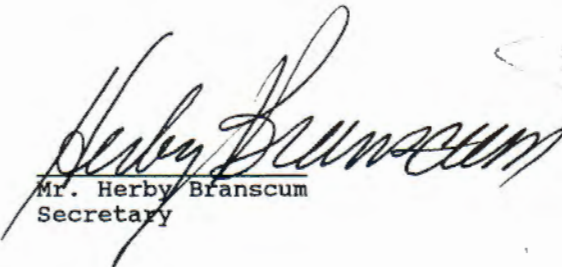
OPEN MEETING

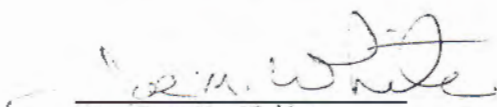
The preceeding adjustments, appointments, and resignations were approved upon motion by Dr. Chakales, seconded by Mr. Branscum, and passed.

A two-year contract, to be reviewed annually, to serve the University as Supervisory and Athletic Physicians was offered to the Banister-Lieblong Clinic upon motion by Mr. Branscum, seconded by Mr. Burton, and passed.

The following Board officers were elected for the 1989-90 year: Chairman, Harold Chakales; Vice Chairman, Herby Branscum; Secretary, Ben Burton.

There being no further business to come before the Board, motion to adjourn was made by Dr. Chakales, seconded by Mr. Branscum, and passed.


Mr. Herby Branscum
Secretary


Mr. Joe M. White
Chairman