

The Board of Trustees of the University of Central Arkansas convened in regular meeting Friday, December 6, 1991, at 2:30 p.m. in the Band Room of the Snow Fine Arts Center with the following officers and members present, to-wit:

Chairman:	Mrs. Elaine Good
Vice Chairman:	Mr. Jerry Malone
Secretary:	Mr. Dalda F. Womack
	Dr. Harold Chakales
	Mr. Madison P. Aydelott III
	Mr. Joe M. White

and with the following absent, to-wit:

Mr. Ben F. Burton

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

Minutes of the last regular meeting, August 9, 1991, were approved as circulated on motion by Mr. White, seconded by Mr. Aydelott, and passed.

PRESIDENT'S REPORT

President Thompson announced that Mr. Ben Burton's absence was due to Mrs. Burton's hospitalization.

The President introduced Dr. Conrad Shumaker, President of the Faculty Senate, and Ms. Mary Sue Whitelaw, President of the Staff Senate.

President Thompson reported on the following items:

EQUIPMENT PURCHASED WITH BOND MONEY - Funds expended for academic equipment are as follows: \$206,690 for computers, \$22,400 for recording and projection equipment, and \$213,890 for equipment for student laboratories making a total of \$442,980.

RUSSIA TRIP - During a 10-day trip to Moscow and St. Petersburg in November, President Thompson was stunned by the severity of the economic conditions in the Soviet Union which may affect UCA's exchange program with the Moscow Lenin State Pedagogical University.

UNIVERSITY COUNSEL - The position of Legal Counsel was advertised in The Chronicle of Higher Education, November 6, 1991, The Arkansas Democrat Gazette, October 27 & 28, 1991, The Log Cabin, November 3 & 4, 1991, and The Arkansas State Press, October 31, 1991. The closing date at which applications will begin to be reviewed is December 1, 1991. At the present time we have 49 applications. The search committee consists of Dr. H. B. Hardy, Chairman, Ms. Julie McDonald, Ms. Mary Sue Whitelaw, Dr. John Smith, Mr. Roy Whitehead, and Dr. Jim Bowman.

Mr. Malone inquired about the salary range and requirements for the position. President Thompson stated that the line-item maximum salary is \$45,000 and the minimum requirement is a law degree with experience in higher education preferred.

LITIGATION REPORTS - At President Thompson's request Ms. Julie McDonald reported the following:

1. Bryan Massey v. UCA, Arkansas State Claims Commission, Claim No. 91-356C-CC. A hearing has been set for 10:30 p.m., December 9, 1991. UCA is being represented by Deputy Attorney General Jeff Bell with assistance from Ms. McDonald.
2. Donald Parks v. UCA, et al. No. LR-C-91-645 (E.D.Ark., filed October 3, 1991). Parks has brought this action pursuant to Section 504 of the Rehabilitation Act of 1973. UCA's Answer was filed on October 24, 1991. A Request for Extension of Time until December 9, 1991 to respond to the Plaintiff's First Set of Interrogatories, Requests for Production of Documents and Requests for Admissions was filed on November 15, 1991. Trial has been set for June 15, 1992. UCA's Educators Legal Liability Policy carrier was notified on October 7, 1991 of the litigation.

THREATS TO FACULTY MEMBERS - UCA is working as closely as possible with local law enforcement agencies and the FBI in connection with recent threats to two faculty members and their families.

Mr. Malone stated that rumors indicate that the problem may be internal and asked if there are any plans for seminars and workshops. President Thompson replied that he had no information upon which to make an assumption that the problem is internal or external but that there has been wide attendance of both races at several workshops offered recently on campus.

STUDENT FINANCIAL AID - Prior to the meeting Board members were provided copies of a document entitled Review of Student Financial Aid Programs 1981 Through 1991 for the University of Central Arkansas. The highlights of this report are as follows:

1. In ten years UCA's enrollment grew 40 percent, the cost of education increased 74 percent and the funds available for student aid increased 129 percent.
2. In 1990-91, 64 percent of the students received financial aid compared to 71 percent in 1981-82.
3. The Higher Education Reauthorization Act of 1987 changed the qualifying criteria for financial aid, resulting in a smaller percentage of the enrollment qualifying as low income recipients of federal grants and loans.
4. All students who qualify financially for Pell Grants and Stafford Loans receive aid with no limit to the number of recipients. As UCA's enrollment grows, there will be funds available to serve eligible students.
5. Twenty-two percent of the qualified dependent applicants for financial aid were from families with incomes of less than \$12,000.
6. In 1990-91, financial aid awards equaled \$14.4 million compared to \$6.3 million in 1981-82.
7. The largest percentage increase in financial aid was in scholarships which went from 5.4 percent of the total awards in 1981-82 (\$345,000), to 14.9 percent in 1990-91 (\$2.1 million).

Mr. Malone asked if data was available on students who are denied financial aid and the reasons for the denials. President Thompson stated that only those who do not meet Federal income requirements are denied financial aid.

President Thompson reported that UCA is in the process of computerizing its financial aid system.

RENOVATION OF MINTON HALL - At this time, there are no specific plans for the renovation of Minton Hall to bring to the Board. President Thompson hopes to have a more definite proposal at the next Board meeting. Decisions need to be made as to what to do and what is affordable. There is a possibility of converting two rooms into one suite. Approximately \$260,000 may have to be expended for asbestos removal. Mr. Malone stated that he has read that current EPA guidelines have changed and in their opinion removal of asbestos may not be necessary. Dr. John Smith reported that UCA is looking into that possibility.

CONSTRUCTION UPDATE:

Library - The third floor was completed and accepted on November 1, 1991. Construction of the south addition is moving rapidly, and the project is expected to be completed before the Fall of 1992.

Snow Fine Arts - This facility was occupied in the Fall term even though construction was not entirely completed. The two new additions containing approximately 12,000 square feet, as well as the outside work, including ramps for handicapped students, driveways, parking areas, and the interior renovation of the facility, have now been completed.

Parking Lots and Bridge - The parking lot on Donaghey with approximately 81 spaces, and the lot east of the Physical Plant building, with approximately 350 spaces, are completed and are connected by a new street and bridge over the Stonedam Creek. President Thompson hopes to work out an arrangement with Mayor David Kinley for the City of Conway to cover the drainage ditch (Stonedam Creek). An estimate of the project's cost has been sent to Mayor Kinley.

New Residence Hall - Construction of the new residence hall is proceeding on schedule. The contractor projects construction to be completed by May 1, 1992. One wing will be reserved for junior and senior single female students and one wing for junior and senior single male students.

Underground Utilities:

Phase I of the underground electrical system: All of the wiring, switching, and transforming equipment is in place and power is available to all of the equipment. (Completed by Conway Corp.) All of the conduit and most of the wiring has been installed from the transformers to each building. The contractor is making connections inside each building in preparation for the switch to underground service. The anticipated completion date for all Phase

I work is December 20, 1991, barring any further weather delays.

Phase II of the underground electrical system: All conduit and transformer bases have been installed. A contract for the design of the Phase II secondary services has not been awarded and Conway Corporation is waiting on the authority, from the university, to proceed with the installation of wiring switchgear and transformers.

Phase III of the underground electrical system: The Conway Corporation has completed the design for the primary services. They are waiting on the authority, from the university, to proceed with construction. A contract for the design of the Phase III secondary services has not been awarded.

Performing and Visual Arts Annex - On April 25, 1991, bids were received on the Performing and Visual Arts Annex (PVAA) renovation and addition. The low bid was not accepted because it exceeded the \$850,000 approved by the Board of Trustees at the March 22, 1991 meeting.

At the August 9, 1991 meeting of the Board of Trustees, the Board authorized a total project cost not to exceed \$1,600,000. On October 2, 1991, bids were received from eight construction companies on this project. These bids ranged from a high of \$1,315,000, to a low of \$1,228,000, submitted by NLR Plumbing of North Little Rock, Arkansas. This firm was the low bidder at the April 25th bid opening with a proposal of \$1,265,000. We were pleased that their most recent bid of \$1,228,000 is lower than their April 25th bid.

A contract has been awarded to this firm and a preconstruction conference was held on October 23, 1991, after which the contractor moved to the site on October 28th. This project is scheduled for completion by the Fall of 1992.

Academic Complex - The detail plans and specifications for this \$7 million facility have been completed. Request for bids will be advertised as soon as the college savings bonds are sold. The Department of Higher Education has assured President Thompson that the sale of bonds will occur next week. The construction of this facility is expected to require approximately 18 months, with completion occurring before the Fall of 1993.

Security Gates and Houses:

Campus security gates: Bids were opened on November 12, 1991 for the construction and installation of the three gates. We are in the process of awarding the contract. The contractor has 45 days from the date of the purchase order to complete the project.

Campus security checkpoint stations: Most of the material has been received and we have hired two part time carpenters to build the structures. The structures should be complete in about three weeks.

President Thompson commended Mr. Bill Leach and the Public Safety Office staff for implementing recent security measures and the student body for its support of those measures. Mr. Malone stated that guard houses will be a morale booster for the Public Safety officers.

OCTOBER 1991 FINANCIAL REPORT - Mr. Robert McCormack reviewed the financial highlights of the October 31, 1991 Financial Report and explained that the recent decrease in state funds has not affected UCA. Mr. White asked if UCA will be affected if revenue shortfalls continue. Mr. McCormack replied that revenues will have to fall a good deal more to affect UCA.

NCAA/GULF SOUTH LEAGUE - The AIC is meeting today to discuss possible alignment of the Gulf South League with the NCAA. The AIC will meet again next week. President Thompson will report back to the Board following the AIC meetings.

FALL 1991 ENROLLMENT - The official enrollment for fall term 1991 is 9058. This represents an increase of 7.8%, or 662 students, over fall 1990. There are 2031 first time freshmen for 1991, a modest decrease from last year's 2110. This suggests that the office of Institutional Research's projections of enrollment for the period 1990-1995 are on target. Those projections are that UCA's enrollment will stabilize in the mid-1990's. Enrollment charts were distributed which indicate that UCA's first-time entering freshman class is comprised of more Arkansas high school graduates than any other institution's entering freshman class.

A summary of minority retention rates over a six-year period indicating an improvement from 50.6% to 70.3% was also distributed.

Mr. Malone asked if information concerning graduation rates and degrees is available. President Thompson stated that this information has not been compiled in the past but he will check on it.

Mr. Aydelott asked if information comparing UCA's retention rates to UALR, U of A, and ASU is available. President Thompson stated that the standard formulas are being developed by the Department of Higher Education.

Dr. Bill Berry reported that the admissions qualifications during the last few years have remained virtually the same, therefore, indicating a real improvement in retention rates.

Mrs. Goode asked if remediation has an affect on the retention rates. President Thompson stated that it is logical to assume so but at present the university does not have data to substantiate that assumption.

UPDATE ON PROPOSAL TO AMEND UCA'S GOVERNING STATUTES - On November 13, 1991, Governor Clinton, in response to President Thompson's request on behalf of the Board, administration, faculty and students of UCA, agreed to support our proposal to remove racial language from UCA's governing statutes by asking for legislation on the subject at the earliest opportunity, either in the next regular session of the Legislature or, should there be a need for a special session, by placing legislation repealing it on the call. Senator Stanley Russ and Representative Bill Stephens had previously agreed to sponsor such legislation.

Representatives from UCA were invited to testify at the December 5, 1991 meeting of the Joint Interim Oversight Committee on Higher Education Reform. President Thompson, Mr. Malone, and the following students testified:

Robert Buchanan, President of the Student Government Association, a senior from Ft. Smith,

Larry Freeman, President of Students for the propagation of Black Culture, a junior from McCrory, and

Kim Jenkins, Junior Class Vice president, a junior from Dumas.

The Joint Interim Oversight Committee adopted a resolution supporting Governor Bill Clinton's call to remove the racial language at the earliest possible time, either in a special session if one is called or in the regular session in 1993.

Mrs. Goode commended the students and the legislators for getting this issue placed on the call. She also expressed her appreciation to Mr. Malone for his taking a stand and helping take care of the matter.

Mr. Malone thanked the Board for its action during the May 2 Board meeting to find ways to eliminate the racial language.

NEW FACULTY POSITION AUTHORIZATIONS - President Thompson reported on several new tenure-track positions which are needed to help meet enrollment growth and assist in department program development.

Mr. Malone stated that Senator Jerry Jewell pointed out during a committee meeting yesterday that UCA should do more to recruit minority faculty. Mr. Malone would like for UCA to be mindful of this when hiring.

BANKING PRACTICES - UCA is scrutinizing its banking practices and will be meeting with the presidents of several financial institutions in the near future.

UPDATE ON THE COLLEGE OF BUSINESS DEAN SEARCH - There are five finalists and all will visit the campus prior to the Christmas holidays. The effective date of employment will be by the end of the spring term at the latest.

CHANGE IN ROTC - The Army has reversed its decision to end UCA's ROTC program and once again has a full-fledged ROTC program on campus.

3-2 ENGINEERING - UCA does not have an engineering program and does not plan to offer one. However, if a proposed program is finalized with ASU, students will be able to attend UCA for two to three years and then complete their engineering degrees at ASU.

BOOKSTORE - A new privately owned bookstore is being formed to compete with UCA's bookstore. It will be known as the Bear Bookstore and be located in close proximity to the campus. UCA has cooperated with them fully by providing copies of the textbook list for the Spring term of 1992.

OLD BUSINESS

STAFF HANDBOOK - The current Staff Handbook was adopted July 1, 1987. It contains policies and procedures for classified and non-classified administrative staff. During the past four years, legislation has been enacted by the federal and state government that requires additions to and, in some cases, deletions from the handbook. Other changes are proposed to provide a clearer interpretation for employees.

In reply to Mr. White's question concerning staff input, President Thompson explained that input came from the Staff Senate, vice presidents, and department heads, and that the Staff Senate recommends the handbook.

The following resolution was adopted upon motion by Mr. White, seconded by Mr. Womack, and passed:

BE IT RESOLVED: "THAT THE BOARD OF TRUSTEES APPROVES THE REVISED STAFF HANDBOOK EFFECTIVE DECEMBER 6, 1991."

NEW BUSINESS

DOCTORAL PROGRAMS - The College of Education and the College of Health and Applied Sciences are preparing two proposals for doctoral degrees. Drafts of the degree proposals were mailed to the Board members prior to the meeting.

If recommended by the Administration and accepted by the Board of Trustees, the programs would require further review and approval by the State Board of Higher Education, as well as a modification of UCA's Role and Scope Statement.

President Thompson stated that this is so significant an item that we need to devote a special meeting in January to its consideration at which time a resolution will be brought to the Board. However, UCA must notify the Department of Higher Education no later than next week of its intention to request a change in role and scope in order to offer the doctoral programs. The President also told the Board that there has been no final recommendation from consultants to DHE concerning doctoral programs at UCA.

Mr. Malone stated that the desegregation impact analysis is lacking data concerning black graduates and that UCA needs to address hiring black faculty members. He feels that UCA needs to put together an attractive package to draw black faculty qualified for doctoral programs.

The Board agreed that the proposal should be discussed at a special Board meeting in January and gave its approval for President Thompson to notify DHE of UCA's intention.

BACHELOR OF ARTS DEGREE IN INTERNATIONAL TRADE - The Bachelor of Arts degree in International Trade is an interdisciplinary program that will prepare students to function in the global economy. It will provide a strong international economics background combined with substantial detail about the political, historical, and cultural heritage of other nations. A foreign language is required, as are 21 hours of business and finance. It is designed

to prepare students for entry level positions in business, recognizing that international competition will be present in all fields of commerce and that intercultural understanding will be a valuable asset in our communities.

A Bachelor of Arts degree in International Trade will be a unique offering in Arkansas and the surrounding region. The existing bachelor's level programs are either International Business programs or International Relations programs. The BA degree proposed at UCA will have a broader liberal arts focus than the BS program in International Business at ASU and the BBA at Memphis State. Unlike the bachelor's programs in International Relations (at Memphis State and Rhodes) it will include extensive coverage of international economics and the import/export process. The program will require 69 hours and will not have a minor requirement. The complete proposal was mailed to Board members prior to the meeting.

The international trade degree program will require no additional faculty or administrative structure. It will be administered by the economics department. All courses are already in existence. The only curricular modification is the division of the present course in International Trade and Finance into two courses, International Trade and International Finance.

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

BE IT RESOLVED: "THAT THE BOARD OF TRUSTEES APPROVES THE PROPOSED BACHELOR OF ARTS DEGREE IN INTERNATIONAL TRADE."

BACHELOR OF SCIENCE DEGREE IN NUCLEAR MEDICINE TECHNOLOGY -

The College of Health and Applied Sciences proposes establishment of a Bachelor of Science degree in Nuclear Medicine Technology. This follows a 3 + 1 format similar to the existing Bachelor of Science degree in Medical Technology and has been developed in cooperation with Baptist Medical Center in Little Rock. Students will study the first three years at UCA and then complete professional courses and clinical experiences in nuclear medicine at Baptist Medical Center educational facilities in Little Rock. Following successful completion of the courses at the Baptist Medical Center, students will be awarded the Bachelor of Science degree. Accreditation requirements dictate that approximately five students could be admitted annually. No additional courses or faculty will be required. The program can be implemented without additional cost. The complete proposal was mailed to Board members prior to the meeting.

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

BE IT RESOLVED: "THAT THE BOARD OF TRUSTEES APPROVES A BACHELOR OF SCIENCE DEGREE IN NUCLEAR MEDICINE TECHNOLOGY."

At this point, Mr. Malone stated that students who were present would like to address the Board at some point during the meeting. Mr. Aydelott stated that it would require a motion to suspend the rules with a majority vote in favor of the motion. President Thompson said that it is generally the responsibility of the Student Affairs Division to work with the students and the Board should consider very carefully whether or not to set a precedent of allowing individuals to address the Board. Mr. White stated that it would be a departure from past procedure. Dr. Chakales said that the Board does not get involved in day-to-day operations of the university; its role is to set policy. Mrs. Goode stated that other boards she has served on requires a request in advance from anyone wanting to address the Board and the individual is then placed on the agenda.

Mr. Malone moved to suspend the rules and allow the students to address the Board, and requested the Board to establish a policy for future meetings. The motion died for lack of a second.

A discussion followed. The general agreement was that the students should have followed the proper procedure to be placed on the agenda. Neither the administration nor the Board was aware that the students wanted to address the Board and the students were unaware that they had to ask to be placed on the agenda. Mr. Malone stated his discomfort with the Board's lack of action and requested that the administration put in place a procedure and make it widely known. Dr. Chakales said that the students are mature people who are obtaining a higher education and they should know to ask about proper procedure. Mr. Aydelott stated that UCA's procedures are not unique - all governing boards follow these procedures. Mr. Malone pointed out that the Board has heard public comment in the past concerning a fraternity house. Mrs. Goode stated that community people had requested to be placed on the agenda to address the Board about the fraternity house. President Thompson said that he has no objection to placing the procedure in the Student Handbook if it is not already a part of the handbook. The President also stated that if every person who wants to address the Board is heard, UCA will have a very difficult future and make administration of the University next to impossible. Mr. Malone suggested that the Board could place limits on the number of people and the length of time they could speak.

DEPARTMENT OF MARKETING AND MANAGEMENT:

1. **Option in General Management**

Nature of Option

The General Management option has been designed to equip students with the conceptual and analytical skills needed to function effectively at all levels of management. Whether students who exercise this option plan to be self-employed or intend to work their way up the corporate ladder, this program provides a background that should contribute to their success in such careers.

Proposed Changes in Option.

- (1) The existing Management major is to be designated as an option in General Management. This twenty-one hour option will be made up of a nine-hour Option Core, a nine-hour Management Elective component, and a three-hour Business Elective component.
- (2) MGMT 4345--Personnel Management is to be retitled Personnel/Human Resource management. This change is proposed to accommodate current terminology in this discipline.
- (3) MGMT 43__--Compensation Administration is a new course that is to be added as part of the Personnel/Human Resource Management option and is to be available to students choosing the General Management option.
- (4) MGMT 4342--International Business is currently part of the department's curriculum but has not been taught recently. This course is to be activated in support of this and other options. The effect will be discussed below.
- (5) MKTG 43__--Fundamentals of Direct Marketing is to be added to the elective portion of the General Management option.

Course Requirements for Option.

The incorporation of the changes identified above would result in the following requirements for this option. Figures in parentheses refer to the modifications cited above.

Option Core (9 hours) (1)

MGMT 4348--Advanced Organizational Behavior
ACCT 3314--Managerial Accounting
ECON 4333--Intermediate Economic Analysis or
ECON 4370--Macroeconomic Analysis

Management Electives (9 hours chosen from the following) (1)

MGMT 3345--Purchasing and Materials Management
MGMT 4341--Quantitative Methods in Management
MGMT 4342--International Business (4)
MGMT 4345--Personnel/Human Resource Management (2)
MGMT 43__--Compensation Management (3)
MGMT 4349--Small Business Management

Business Electives (3 hours chosen from the following or from untaken Management Electives) (1)

ECON 3300--Labor Problems
QMIS 3325--Business Statistics II
MKTG 4352--Retailing
MKTG 4353--Marketing Research
MKTG 4355--Marketing Management
MKTG 43__--Fundamentals of Direct Marketing (5)

Curriculum Changes Required by Option

In order to provide students selecting this option with a greater degree of specialization in Management, the Management Elective component of the option is to be increased from six to nine hours and the Business Elective portion of the emphasis is to be reduced to three hours.

Because the General Management option makes use of existing courses or of courses being proposed for or modified by other emphases, no other curriculum revisions will be needed in order to implement this option.

Option Demands on Departmental Resources

The only demand this option will place on the department's resources will be a need to staff the MGMT 4342--International Business course. Several departmental faculty--Dr. Grider, Dr. Saunders, Dr. Bradley, and Dr. Carroll--are qualified to teach this course. In order to balance teaching assignments, a section of International Business will be offered each Spring Semester.

2. Option in Personnel/Human Resource Management

Nature of Option

The Personnel/Human Resource Management option prepares students for dealing with and resolving the diverse issues encountered when managing an organization's work force. This option provides an exposure to a more specific area of management than that associated with the General Management option and offers participants opportunities for broadening their expertise in management and preparing for a career in this field.

Need for Option

The Personnel/Human Resource Management option is offered as an opportunity for students to capitalize on a rapidly-growing career field that specializes in the professional management of human resources in a variety of organizational settings. Approximately 200,000 persons were employed in this field in 1985 and 50,000 new opportunities in this area are expected by 1995. This growth rate is expected to continue as the United States' economy takes on more of a service/information processing structure. New legislation and rapid changes in the composition of the American labor force have resulted in a recognized need for professional management of all organizations' most valuable asset--the human element. Organizations can ill-afford to be without competent representation in Personnel/Human Resource Management in an age of such dramatic change.

Circumstances in Arkansas are expected to closely parallel national trends. There is a potential for Arkansas to exceed the nation's demand rate for Personnel/Human Resource managers if the state experiences growth in its economic base at a rate in excess of the national average.

In order to better serve the diverse needs of its growing student population as well as the needs of the business and organizational sectors within the state, the Department of Marketing and Management must provide new ways for its business students to broaden their career opportunities. A step toward achieving this goal can be made by adding an option in Personnel/Human Resource Management to the department's curriculum. Because this proposed addition draws from existing offerings within the College of Business Administration and the College of Health and Applied Sciences' Department of Technology, only two courses will need to be added to the curriculum.

Requirements of Option

The twenty-seven hour Personnel/Human Resource Management option will be made up of a twenty-one hour Option Core, three hours of electives from specified Management courses, and three hours of electives from designated QMIS and Marketing courses. The specific courses associated with each of these areas are identified below. Notes in parentheses refer to curriculum changes needed to implement this option. These changes will be described in the following section.

Option Core: (21 hours)

- MGMT 4345--Personnel/Human Resource Management (1)
- MGMT 4348--Advanced Organizational Behavior
- ECON 3330--Labor Problems
- TECH 3370--Introduction to Industrial Safety
- MGMT 43__--Compensation Administration (2)
- MGMT 43__--Contemporary Issues in Human Resource Management (2)
- ECON 4333--Intermediate Economic Analysis or
- ECON 4370--Macroeconomic Analysis

Management Electives: (3 hours chosen from the following)

MGMT 4341--Quantitative Methods in Management
MGMT 4342--International Business
MGMT 4349--Small Business Management

Business Electives (3 hours selected from the following)

QMIS 3325--Business Statistics II
QMIS 4339--Computer Applications in Business
MKTG 4352--Retailing
MKTG 4353--Marketing Research
MKTG 4355--Marketing Management

Curriculum Changes Required by Option

- (1) Retitle MGMT 4345--Personnel Management to reflect current terminology in this field.
- (2) Two new courses, MGMT 43__--Compensation Administration and MGMT 43__--Contemporary Issues in Human Resource Management are needed to provide this option with a sufficient degree of specialization.

Option Demands on Departmental Resources

This option is not expected to place additional demands on departmental resources because currently employed faculty--Dr. Grider and Dr. Moore--are qualified to teach the proposed courses in Compensation Administration and Contemporary Issues in Human Resource Management and because the option makes use of courses that are already a part of the curriculum either within the College of Business Administration or from the Department of Technology.

3. Option in Health Care Marketing

Nature of Option

Health Care Marketing is concerned with the application of marketing principles and concepts to the health care industry. This option provides the background needed for students interested in pursuing marketing positions with hospitals,

1607
1597

pharmaceutical companies, housing facilities for the elderly, and other health care institutions that have not traditionally utilized the services of personnel with a marketing orientation. Because of increasing competition among health care product/service organizations, the Health Care Marketing option represents an attractive alternative for students considering a career in the health care industry.

Need for Option

Rapid growth and increasing competition in the health care industry generally and particularly in Arkansas have created a need for the acquisition of marketing skills for professionals in this field. Because this option will serve both Marketing and Health Sciences majors, a contribution to the University's outreach objective will be made.

Requirements of Option

Option Utilized as a Major

In addition to the twelve-hour Marketing Core, the Health Care Marketing option requires that seventeen hours be taken for a total major requirement of twenty-nine hours. As shown below, this option's courses are divided into two groups: eight hours of required courses and nine hours chosen from specified electives.

Option Requirements: (8 hours)

HLSC 1200--Survey of Health Sciences
MKTG 43_--Health Care Marketing
MKTG 43_--Advanced Health Care Marketing

Option Electives: (Any three of the following for 9 hours)

MKTG 3352--Principles of Advertising
MKTG 3354--Public Relations
MGMT 4345--Personnel/Human Resource Management
MGMT 4348--Advanced Organizational Behavior

Even without the exclusion of the advanced economics component of the Marketing Core and the Survey of Health Sciences course, this option's requirement of twenty-nine hours is in compliance with the AACSB's 50/50 guideline.

Option Utilized as a Minor

Non-business majors desiring some exposure to Health Care Marketing, but not wishing to major in this option, can utilize this option as a minor by following the plan of study listed below.

Minor in Health Care Marketing (24 hours)

ECON 2320--Principles of Economics I
ECON 2321--Principles of Economics II
ACCT 2310--Principles of Accounting I
ACCT 2311--Principles of Accounting II
MKTG 3350--Fundamentals of Marketing
MKTG 3354--Public Relations
MKTG 43__--Health Care Marketing
MKTG 43__--Advanced Health Care Marketing

Option Utilized for Graduate Credit

The Health Care Marketing and Advanced Health Care Marketing courses will be listed at both the 4000 and 5000 level. Students desiring to earn graduate credit for these courses would follow the plan of study listed for a minor in this area but would take the Health Care Marketing courses at the 5000-level.

Courses Utilized as Nonbusiness Electives

With the approval of their advisors, seniors and graduate students majoring in Health Sciences who meet the requirements imposed on non-business majors taking upper-division business courses and who have the consent of the instructor may take MKTG 43_/53__--Health Care Marketing as an elective. MKTG 43_/53__--Advanced Health Care Marketing may be taken in a similar manner provided that its prerequisite, Health Care Marketing, has been completed.

Curriculum Changes Required by Option

Two new courses, MKTG 43_/53_--Health Care Marketing and MKTG 43_/53_--Advanced Health Care Marketing are needed in order to provide this option with a sufficient degree of specialization. Because the rest of this option is composed of currently-offered courses, no further curriculum changes would be required by this emphasis.

Option Demands on Departmental Resources

This option is not expected to place additional demands on the department's resources because a current departmental member, Dr. Joe Cangelosi, is qualified to teach both of the new courses proposed as a part of this option. These courses would be scheduled on a Fall/Spring basis.

4. Option in Entrepreneurship/Small Business

Nature of Option

This option is designed to prepare those students planning to own and operate their own businesses for such careers. The providing of instruction in sound practices in key business functions and in the identification and correction of problems often encountered by small businesses are primary concerns of this option.

Need for Option

Entrepreneurs play a vital role in the United States' economy by developing new ideas, discovering business opportunities, accumulating funds needed to establish the business, and then managing the operations of the enterprise as it provides goods and services to the public. Similarly, the setting in which many entrepreneurs operate, the small business, is an important force in the American economic system because of its contribution as a source of innovation, as an employer, and as a provider of goods and services. Ownership and operation of one's own business is an aspiration of some because of the opportunities for independence, success, and service that such a career provides.

Even though entrepreneurs and small businesses occupy the critical economic positions described above, the rate of failure experienced by such persons and operations has tended to be high--a fact that suggests that those considering a career in small business need a more thorough degree of preparation prior to entering this field. A program of study such as this option provides an opportunity for improving the performance and, subsequently, the likelihood for success in these ventures.

Content of Option

The thirty-hour Entrepreneurship/Small Business option consists of an twenty-one hour group of required courses and a nine-hour group of designated electives. The courses associated with each of the option's components are as follows:

Option Requirements: (21 hours)

MGMT 23_--Fundamentals of Entrepreneurship
MGMT 3345--Purchasing and Materials Management
MGMT 4342--International Business
MKTG 4352--Retailing
MKTG 4353--Marketing Research
MGMT 4349--Small Business Management
(to be taken as last course in option)
ECON 4333--Intermediate Economic Analysis or
ECON 4370--Macroeconomic Analysis

Option Electives: (Any three of the following for 9 hours)

MKTG 3352--Principles of Advertising
MKTG 3353--Selling Techniques and Administration
MKTG 4354--Consumer Behavior
MKTG 4355--Marketing Management
MKTG 4356--Fashion Merchandising
MGMT 4345--Personnel/Human Resource Management
FINA 3323--Real Estate
FINA 3324--Insurance

Curriculum Changes Required by Option

Because twenty-four of this option's twenty-seven hours will make use of existing courses or courses being proposed by other options, the only curriculum change made necessary by this option is the creation of MGMT 23__--Fundamentals of Entrepreneurship. This course will provide an introduction to this field by overviewing the entrepreneur's role in starting and managing a business and the issues to be dealt with as a manager of a small business. The Fundamentals of Entrepreneurship course is to be offered without prerequisites at the sophomore level in an effort to attract students to this option early in their courses of study. While this emphasis requires the completion of thirty hours, three of those hours come from the choice of an advanced economics course. Because such courses are not considered when assessing an option's compliance with the AACSB's 50/50 guideline, the Entrepreneurship/Small Business option would comply with that rule.

Option Demands on Departmental Resources

By making use of regularly-offered departmental and college courses and courses proposed within other departmental options, the only demand this emphasis will place on the department's resources will be the offering of the MGMT 23__--Fundamentals of Entrepreneurship course. This need will be met by utilizing Dr. Homer Saunders, a faculty member qualified to teach this course by virtue of his experience as instructor of the MGMT 4349--Small Business Management course and as Director of UCA's Small Business Development Center. Also, Dr. Don Bradley, National Director of the Small Business Institute Directors Association, is well-qualified to teach this course.

The following resolution was adopted upon motion by Mr. Aydelott, seconded by Mr. Womack, and passed:

BE IT RESOLVED: "THAT THE BOARD OF TRUSTEES APPROVES THE PROPOSAL FROM THE DEPARTMENT OF MARKETING AND MANAGEMENT FOR OPTIONS IN GENERAL MANAGEMENT AND PERSONNEL/HUMAN RESOURCE MANAGEMENT WITHIN THE MANAGEMENT MAJOR; HEALTH CARE MARKETING WITHIN THE MARKETING MAJOR; AND ENTREPRENEURSHIP/SMALL BUSINESS WITHIN THE GENERAL BUSINESS ADMINISTRATION MAJOR OF THE

BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM."

REASSIGNMENT OF BUSINESS EDUCATION AND INDUSTRIAL TECHNOLOGY PROGRAMS TO THE COLLEGE OF EDUCATION - Appropriate faculty and administrators in the colleges of Business Administration, Education, and Health and Applied Sciences have held extensive discussions about a possible reassignment of the business education and industrial technology programs to the College of Education. Those discussions stemmed from accreditation considerations and the interest of the faculty and administrators in finding the best possible organizational units for fulfilling the mission and goals of the programs involved. As a result of those discussions, a consensus has emerged that the five faculty in business education and industrial technology should be assigned to the College of Education. A new department combining business education, industrial technology, and education media/library science will be created. It is believed that the arrangement will allow some sharing of space, equipment, and expertise and enable the programs to provide better services for their students and the public schools. The Council of Deans has also reviewed and responded favorably to the reassignment.

The following resolution was adopted upon motion by Mr. Aydelott, seconded by Mr. White, and passed:

BE IT RESOLVED: "THAT THE BOARD OF TRUSTEES APPROVES THE REASSIGNMENT OF BUSINESS EDUCATION AND INDUSTRIAL TECHNOLOGY PROGRAMS TO THE COLLEGE OF EDUCATION, EFFECTIVE WITH THE 1992-1993 ACADEMIC YEAR."

EMPLOYMENT PROCEDURES FOR TENURED/TENURE-TRACK FACULTY POSITIONS - Conducting national searches when filling tenure-track positions is an important step in meeting university goals of quality and equity. It contributes to fulfilling affirmative action and other legal obligations, helps secure the best people available, and establishes the credibility of the person who emerges from the search. Such a process is consistent with the practice of most universities.

Recently, there has been much debate on campus regarding the status of two faculty members in the English Department. Although the commitments were not stipulated in any contract, and although the requirement of the faculty handbook that such commitments be stated in the faculty member's initial notice of appointment was not followed, commitments were apparently made at one administrative level or another to several faculty members that their term

appointment "could" or "would" be converted to tenure-track status upon the completion of certain educational requirements. The facts, as reflected in the written record and in people's memories, are susceptible of several reasonable but quite different interpretations.

It is, in the opinion of this administration, crucial that a precedent not be established that would allow either faculty or administrators to circumvent the requirement for national searches for tenure-track faculty positions. This holds for all tenure-track appointments and is no less important when a tenure-track position is authorized for a department where needs have previously been met by term appointments.

It should be pointed out that the policy, as drafted, does not in any way preclude faculty members who hold term appointments from applying for and being selected for tenure-track appointments. It requires only that they be selected after a national search in which they have what will usually be the advantage of being better known by their colleagues than will most other candidates with whom they must compete.

Finally, the President recommends that this policy apply to all searches for tenure-track positions to be filled on or after the date of this Board meeting, but upon the advice of the Vice President for Academic Affairs, recommends that exceptions be made for two term appointments in the Department of English now held by Ms. Linda Arnold and Ms. Francie Jeffrey.

The following resolution as Board Policy No. _____, including the above recommended exceptions was adopted upon motion by Mr. Malone, seconded by Mr. White, and passed:

BE IT RESOLVED:

- "A. THE HIRING OF FACULTY MEMBERS INTO TENURED OR TENURE-TRACK POSITIONS WILL BE THE RESULT OF NATIONAL SEARCHES THAT INVOLVE FACULTY SEARCH COMMITTEES AT THE DEPARTMENTAL LEVEL. SUCH SEARCHES ARE REQUIRED FOR ALL TENURED OR TENURE-TRACK APPOINTMENTS, INCLUDING THOSE TO BE MADE WHEN CONVERTING NON-TENURE-TRACK POSITIONS INTO TENURE-TRACK POSITIONS, REGARDLESS OF ANY SEARCH THAT MAY HAVE BEEN DONE TO FILL THE NON-TENURE TRACK POSITION.**

B. THIS POLICY SHALL APPLY IN THE CASE OF ALL TENURED OR TENURE-TRACK APPOINTMENTS MADE ON OR AFTER DECEMBER 6, 1991, EXCEPT THOSE SPECIFIED IN THE MINUTES TO THE MEETING OF THE BOARD OF TRUSTEES HELD ON THAT DATE."

APPROVAL OF 1993-94 CALENDAR - It is necessary for us to have an official calendar of critical University dates identified in advance. The appropriate University councils and officials have reviewed the following proposed calendars.

The following resolution was adopted upon motion by Mr. Malone, seconded by Mr. Aydelott, and passed:

BE IT RESOLVED: "THAT THE FOLLOWING CALENDAR IS ADOPTED AS THE OFFICIAL UNIVERSITY CALENDAR FOR 1993-94 SCHOOL YEAR."

CALENDAR 1993-94

Fall Semester 1993

August 23, 24, Monday, Tuesday	New Student Orientation
August 25, Wednesday	Registration
August 26, Thursday	Instruction Begins
September 3, Friday	Last day to Register and Add Classes
September 6, Monday	Labor Day Recess
October 1, Friday	Preferred Date of Application for Spring 1993 Admissions
October 20, Wednesday, 12:00 Noon	Mid-semester Grades Due in Registrar's Office
October 27, Wednesday	Final Date to Apply for Degree for Students Completing Work in December
October 29, Friday	Final Date to Drop a Course with WP if Passing Course
November 24, Wednesday, 12:00 Noon	Thanksgiving Recess Begins
November 29, Monday, 8:00 A.M.	Instruction Resumes
December 3, Friday	Final Date to Drop with "W" (24 hours or fewer attempted). Final date to withdraw from the University.

December 3, Friday
**December 13-17, Monday-Friday

Thesis due in Graduate Office
Semester Examinations

Spring Semester 1994

January 10, 11, Monday, Tuesday
January 12, Wednesday
January 13, Thursday
January 21, Friday
February 4, Friday

New Student Orientation
Registration
Instruction Begins
Last Date to Register and Add Classes
Final Date to Apply for Degree for Students
Completing Work in May

February 28, Monday

Preferred Date of Applications for Summer and Fall
1993 Admissions

March 9, Wednesday, 12:00 Noon
March 18, Friday

Mid semester Grades Due in Registrar's Office
Final Date to Drop Course with WP if Passing
Passing Course

March 19, Saturday
March 28, Monday, 8:00 A.M.
April 29, Friday

Spring Recess Begins After Classes Saturday
Instruction Resumes
Final Date to Drop Courses with "W" (24
hours or fewer attempted). Final date to
withdraw from the University.

April 29, Friday
May 9-13, Monday-Friday
May 14, Saturday

Thesis due in Graduate Office
Semester Examinations
Commencement

Summer 1994

June 6, Monday
June 10, Friday
June 10, Friday
July 4, Monday
July 8, Friday
July 11, Monday
July 15, Friday
July 29, Friday
August 12, Friday

Instruction Begins for First Term
Final Date to Apply for August Graduation
Last Day to Register and Add Classes
Independence Day Recess
First Term Examinations
Instruction Begins for Second Term
Last Day to Register and Add Classes
Thesis due in Graduate Office
Second Term Examinations and Commencement

***Students are urged to consult the Semester Schedule of Classes for additional critical dates and deadlines.**

****Students enrolled in Directed Teaching and assigned to an elementary or high school for this activity will observe the holidays of the school to which they are assigned.**

FISCAL YEAR 1990 AUDIT - In accordance with Act 4 of 1991, the Board of Trustees is required to review audit reports and accompanying comments and recommendations relating to publicly funded institutions. This Act requires that the Board take appropriate action relating to each finding and recommendation contained in the audit report.

On October 2, 1991, we received the audit report for fiscal year 1990 for the University of Central Arkansas. Following are the findings and recommendations of the Arkansas Division of Legislative Audit concerning that audit and our response to those findings:

HOUSING PAYROLL

FINDING: During our review of the Agency's internal audit reports, it was noted that five housing employees were overpaid a total of \$248.16 as reported at Schedule 7, Page 51, and seventeen (17) housing employees were underpaid a total of \$920.76 as a result of clerical errors in posting sick leave, annual leave and compensatory time. The Agency paid the underpaid employees on June 14, 1991.

RECOMMENDATION: We recommend the Agency, in coordination with the Department of Finance and Administration and the Attorney General, make a determination of liability and collect the salary overpayments.

RESPONSE: The University's legal counsel requested and received an opinion from Attorney General Winston Bryant regarding determination of liability and our responsibility to collect the salary overpayments. In the opinion of the Attorney General, these overpayments should be recovered by proceeding against the bond of the disbursing official. The University's fidelity bond coverage is through the Arkansas Insurance Department's self-insured fidelity bond program and it has a \$1,000 deductible. Based on this deductible and the fact that the overpayments total less than \$250, the University will be unable to collect this overpayment from the fidelity bond. This action has been coordinated with the Arkansas Department of Finance and Administration.

PURCHASING

FINDING: During our general voucher review of eighty-three (83) vouchers, we noted twenty-four (24) instances where the purchase order date was after the invoice date. This denotes a 28.92 percent occurrence rate.

RECOMMENDATION: We recommend Agency personnel implement procedures to ensure all purchase orders are completed before the purchase.

RESPONSE: A thorough review of the purchase orders referred to in this finding has been completed by our internal auditor to determine the types of purchases involved in the findings. As a result of this study, various adjustments have been made in procedures governing the documentation of our purchasing process, in order to insure compliance with the recommendations suggested for this finding.

COMPENSATED ABSENCES

FINDING: We noted that the computer program used to calculate compensated absences was not working properly for employees paid from two or more departments. This resulted in an understatement of \$64,466.91. The current year financial statements have been adjusted.

RECOMMENDATION: We recommend Agency personnel correct the program in order to correctly compute compensated absences.

RESPONSE: The computerized program for calculating the compensated absences has been modified to accurately compute compensated absences. This modified program has been found to be accurate based on its application to fiscal year 1990-91 data.

This 1990 audit was filed with the Legislative Joint Audit Committee at its October 11, 1991 meeting. The Committee requested that all audit recommendations be implemented and has directed its staff to follow up on progress in the implementation of the audit recommendations on future audits.

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

BE IT RESOLVED: "THAT THE UCA BOARD OF TRUSTEES ACCEPTS THE AUDIT REPORT FOR FISCAL YEAR 1990 AS PREPARED BY THE ARKANSAS LEGISLATIVE AUDIT DIVISION AND REVIEWED BY THE LEGISLATIVE JOINT AUDITING COMMITTEE."

CAPITAL REQUESTS FOR THE 1993-95 BIENNIUM - Requests for additional buildings and major renovation projects for the 1993-95 biennium must be submitted to the Arkansas Department of Higher Education by January 10, 1992. A review of capital needs for our campus reveals a need for three building projects resulting from student enrollment increases, program changes and technological developments.

The first priority is assigned to Phase II of the Academic Complex. In January 1990, UCA requested \$14 million for an academic complex. Phase I of the complex is to be funded (a total of \$7 million) from the sale of college savings bonds during the current biennium. The \$7,800,000 requested for Phase II of the complex reflects the remaining \$7,000,000 of the request submitted for the current biennium plus an increase of approximately 8% to cover inflation from one biennium to the next.

The second priority is for renovation of the 79,938 square feet in the Teaching and Human Development Center and an addition to this facility for a total cost of \$1,800,000.

The third priority is for the refurbishing of the 58,209 square feet in the Health Science Center and an addition to this facility for a total cost of \$1,760,000.

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

BE IT RESOLVED: "THAT THE PRESIDENT IS AUTHORIZED TO SUBMIT A CAPITAL REQUEST TO THE ARKANSAS DEPARTMENT OF HIGHER EDUCATION FOR THE 1993-95 BIENNIUM WHICH INCLUDES:

PRIORITY I: PHASE II OF THE ACADEMIC COMPLEX, \$7,800,000;

PRIORITY II: RENOVATION AND ADDITION TO THE TEACHING AND HUMAN DEVELOPMENT CENTER, \$1,800,000;

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PRIORITY III: REFURBISHING AND ADDITION TO THE HEALTH SCIENCE CENTER, \$1,760,000."

MISCELLANEOUS CAPITAL IMPROVEMENTS LIST - Below is a list of miscellaneous capital improvements for which the Board's approval is requested. The items are listed, generally, in order of priority; however, they will not necessarily be funded in exactly the same order. The amount of available funds, availability of physical plant resources, and other factors, may influence the funding of individual projects. Projects will be undertaken as funding from various sources becomes available.

The following resolution with the provision that greater consideration be given to the installation of automatic door openers for the disabled on each major E & G building, Student Center and Christian Cafeteria was adopted upon motion by Mr. Malone, seconded by Mr Aydelott, and passed:

BE IT RESOLVED: "THE BOARD OF TRUSTEES AUTHORIZES THE EXPENDITURE OF FUNDS FOR CAPITAL PROJECTS INDICATED BELOW AS RESOURCES BECOME AVAILABLE."

MISCELLANEOUS CAPITAL IMPROVEMENTS LIST

Recondition laboratory fume hoods in Lewis Science Center.	\$32,000
Refinish and/or re-upholster furniture for Mirror Room in McAlister Hall.	8,500
Engineer and reconfigure drainage at entrance of Farris Center.	15,000
Install outside campus lighting at various residence halls, Christian Cafeteria, Old Gym, Student Center, Ferguson Chapel and areas adjacent to parking lots, etc.	70,000
Remodel first floor of THD to provide additional offices.	50,000
Install steam boiler monitoring and control system for Christian Cafeteria, Lewis Science Center, Bernard and Wingo Halls.	28,500

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Replace mortar in damaged joints as needed and waterproof exterior walls of Snow Fine Arts Center.	30,000
Replace mortar in damaged joints as needed and waterproof exterior walls of Farris Center.	55,000
Replace steam boiler with hot water boiler in Bernard Hall.	40,000
Replace roof of Burdick Business Building.	67,000
Purchase and install Local Area Network (LAN) for Division of Public Affairs.	23,850
Purchase sculpture for campus.	25,000
Enclose cooling towers and trash areas for various residence halls.	42,800
Landscape area south of Conway and Short/Denney Halls.	20,000
Install automatic door openers for the disabled on each major E & G building, Student Center and Christian Cafeteria.	40,000
Replace swimming pool filtration system and pool cover.	34,000
Extend water line south of Physical Plant.	7,500
Replace carpet on second floor of Center for Teaching and Human Development.	27,200
Upgrade the safety of the Student Center.	15,000
Install computerized card access system for female residence halls.	80,000
Install central heating and air conditioning in Fisher House.	4,000
Install irrigation system for intramural/band practice field.	9,100
Convert serving area in East Commons to private dining and/or serving room.	8,000

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Remodel space in Bernard Hall.	5,000
* Replace steam condensate return system for Farris Center.	20,000

* Work already in progress.

TUITION CREDIT POLICY - The current credit policy for students is outlined in Board Policy Number 630, "Credit Policy," adopted September, 1976. It states:

"Registration Fees: All students attending the University of Central Arkansas are required to pay no less than half of the total registration fee for any given fall or spring semester in order to be officially registered. This includes out-of-state fees.

Room and Board: All room and board charges are payable in advance and no credit is available. These charges can be paid on almost any basis the student chooses as long as payment is made at least one month in advance.

Credit (Fall and Spring): Credit will be available for the remainder of the registration fee for those who need it; however, in no case will the credit terms be extended beyond the beginning of the second nine weeks of any given semester.

Credit (Summer School): Due to the short duration over which the credit terms would be spread, credit will not be available during this period of time.

Credit (Off-Campus): All students enrolled for off-campus courses must pay the full fees for that course at the time of registration.

Individual Evaluation: Those students who receive credit will be evaluated each semester as to whether or not they have complied with the credit terms to which they agreed. Those who comply will be eligible for credit in future semesters. Those who do not comply will no longer be eligible for credit.

Comments: Students requiring financial aid or assistance in any form should make their financial arrangements early enough to avoid any adverse effects from the above credit policy."

Since the fall of 1981, only students with unusual financial circumstances have been granted credit. Students who require financial aid are assisted through other programs, and the use of credit is intended only for unusual short term financial situations. The credit policy suggested below would formalize the operating procedure which has been used for approximately ten years.

In response to a questions from Mr. Malone President Thompson stated that there are no significant loan losses on short-term loans.

Mr. Malone expressed his concern about the Board approving a policy after the policy has been implemented.

The following resolution as revised Board Policy No. _____ was adopted upon motion by Mr. White, seconded by Mr. Malone, and passed:

BE IT RESOLVED: "THAT THE BOARD OF TRUSTEES ADOPTS THE FOLLOWING STATEMENT REGARDING EXTENSION OF CREDIT TO STUDENTS:

UPON AUTHORIZATION BY THE VICE PRESIDENT FOR FINANCIAL AFFAIRS OR HIS DESIGNEE, CREDIT FOR REGISTRATION FEES WILL BE APPROVED ONLY WHEN A STUDENT'S SHORT TERM FINANCIAL CIRCUMSTANCES AND CREDIT HISTORY MAY WARRANT SUCH ACTION. CREDIT MAY BE EXTENDED TO THE END OF THE FIRST NINE WEEKS OF ANY REGULAR SESSION. CREDIT WILL NOT BE APPROVED FOR EITHER SUMMER SESSION OR ANY OFF CAMPUS COURSES. FAILURE ON THE PART OF THE STUDENT TO MEET THE TERMS OF THE CREDIT AGREEMENT MAY RESULT IN MANDATORY WITHDRAWAL FROM THE UNIVERSITY.

SINCE ROOM AND BOARD CHARGES CAN BE PAID IN FOUR INSTALLMENTS PER SEMESTER, CREDIT WILL NOT BE EXTENDED BEYOND THESE PROVISIONS."

MINORITY PURCHASE PROGRAM POLICIES AND GOAL - In May of 1983 Governor Bill Clinton issued a "Proclamation" (EO83-2) proclaiming a goal for all state departments, agencies, colleges and universities, boards, and commissions to procure or contract for at least 10% of all goods and services from minority businesses. The State Purchasing Administrator implemented the policies set forth in this Executive Order. Although UCA has not been able to reach the 10% goal, we have been in compliance with these procedures as they were promulgated.

In the 78th General Assembly, Senate Bill 433 was introduced by Senators Jewell, Lewellen and Edwards. This bill became ACT 698 of 1991 and was known as the "Minority Business Economic Development Act." It clearly defines the policy of the State of Arkansas to support equal opportunity as well as economic development in every sector.

Pursuant to Act 698 of 1991, the "Minority Business Economic Development Act," the University of Central Arkansas proposes the following policies and goal for consideration by the Board of Trustees that will insure UCA's full compliance with this new law:

Policies and Goal: The University of Central Arkansas, hereafter called the "University" or "UCA", acknowledges and supports the policy of the State of Arkansas to support equal opportunity, as well as economic development in every sector. The University of Central Arkansas recognizes that it is the purpose of Act 698 of 1991 to support to the fullest, all possible participation of firms owned and controlled by minority persons in all state funded programs and in the purchase of goods and services for the University. The University hereby commits to use minority businesses in contracting to the maximum extent feasible. An annual procurement goal of ten percent (10%) of business with minority businesses each year is hereby established. The University shall, within the limits of state statutes and regulations, pursue the award of a fair share of all contracts with minority businesses and shall encourage and assist minority businesses in the methods of doing business with the University.

Definitions:

1. "Advisory Council" or "council" means the Advisory Council to the Division of Minority Enterprise created under Arkansas Code 15-4-303;
2. "Division" means Minority Business Development Division of the Arkansas Industrial Development Commission;

3. "Director" means Director of the Minority Business Development Division of the Arkansas Industrial Development Commission;
4. "Exempt" and "non-exempt" means goods and services classified as either exempt or non-exempt for the purpose of administering this program as shall be determined by the Office of State Purchasing and the Division of Minority Business Development submitted to the Advisory Council for their review and consideration for the purpose of Act 698 of 1991;
5. "Minority" means a black citizen or black lawful permanent resident of the state of Arkansas;
6. "Procurement" means buying, purchasing, renting, leasing, otherwise acquiring any goods or services;
7. "State Agency" means all departments, offices, boards, commissions and institutions of the State, including the state-supported institutions of higher education;
8. "State Contract" means all types of state agreements, regardless of what they may be called, for the purchase of commodities and services and for the disposal of surplus commodities and services not otherwise exempt.
9. "Agency Contract" means all types of agency agreements, regardless of what they may be called, for the purchase of commodities and services and for the disposal of surplus commodities and services not otherwise exempt.

The following is the plan the University of Central Arkansas will be using to implement the above policies and goal. This plan will be subject to change as regulations are promulgated by the various regulatory state agencies.

Minority Purchasing Plan:

1. A Minority Purchasing Program shall be established within the UCA Purchasing Department to administer the provisions of Act 698 of 1991.
2. A buyer within the UCA Purchasing Department will be designated to be the Minority Business Officer.

3. The UCA Purchasing Official will advise UCA departments of the minority purchasing program and encourage their participation to the fullest in assisting with meeting our goals.
4. The University has named Mr. Paul Totten as the coordinator for developing and administering the compliance plan and Ms. Cassandra McCuien as the Minority Business Officer for UCA.
5. The UCA Minority Business Officer shall encourage and assist minority businesses to enroll on the minority vendor listing with the University.
6. UCA will maintain accurate and complete records regarding minority business procurement activity.
7. The Purchase Request/Order form currently being used by UCA will be revised to reflect, on the file copy, minority business data.
8. All requests for "small orders" will be reviewed by the Minority Business Officer to identify any goods or services that can be procured from a minority business prior to the processing of a Purchase Order.
9. When UCA obtains goods or services by utilizing the competitive bidding procedure, at least one of the three or more bids considered shall be solicited from a minority business if a minority business is identified which sells the type of commodity or service being procured.
10. The Minority Vendor List, provided by the Office of State Purchasing, will be converted to a listing by commodity and service to further assist UCA in identifying the vendor in each area.
11. The University will submit to the Division, the council and the Office of State Purchasing, within fifteen (15) days of the close of each six (6) month period, beginning with the period of July 1991, and ending with December 31, 1991, a report summing up total procurement for all contracts, except exempt contracts of the University, the dollar value and the percentage of the contracts of the University awarded to minority businesses.

Mr. Malone moved that the resolution be adopted with the following amendment and additions:

Amendment:

1. The fourth sentence under Policies and Goal which reads "An annual procurement goal of ten percent (10%) of business with minority businesses each year is hereby established" be amended to read "An annual procurement goal of at least ten percent (10%) of business with minority businesses each year is hereby established."

Additions to the Minority Purchasing Plan list:

1. Joint ventures of minority businesses with non-minority businesses will be required;
2. UCA will make policies and procedures known;
3. UCA will hold annual and semi-annual workshops and seminars for minority vendors;
4. Notices will be published in minority publications;
5. Complaint procedures will be established to enable corrections of technical problems which cause denials of bids;
6. A record of denials will be kept for the first few years so that a study can be done to determine needed modifications in policy;
7. Semi-annual reports will be presented to the Board of Trustees.

The motion died for lack of a second.

The following original resolution as Board Policy No. _____ was adopted upon motion by Dr. Chakales, seconded by Mr. White, and passed with a negative vote from Mr. Malone who stated that in his estimate the policy as presented is not realistically drafted to achieve the goal stated:

BE IT RESOLVED: "THAT THE BOARD OF TRUSTEES APPROVES THE AFOREMENTIONED POLICIES AND GOAL OF THE MINORITY PURCHASING PROGRAM FOR THE UNIVERSITY OF CENTRAL ARKANSAS PURSUANT TO ACT 698 OF 1991."

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SPECIAL RETIREMENT OPTION UNDER TIAA/CREF - In 1987, the General Assembly approved an Early Retirement Incentive Program for state employees who were covered under the Arkansas State Teacher Retirement and Public Employees Retirement Plans. Employees who had the requisite number of years of service were given an election to retire earlier than the state retirement laws then in effect allowed regardless of their age at the time. The option proved to be quite popular, and several university employees chose to retire under the terms of the act.

For employees covered by TIAA/CREF, no similar opportunity was made available.

Since then, several university employees have requested the administration to modify the university's retirement plan so that employees might retire at ages younger than the plan now allows and immediately withdraw their accumulated TIAA/CREF retirement benefits. For reasons discussed at previous Board meetings, the administration has not recommended that course of action to the Board of Trustees, and does not now recommend that such an option become a standard part of the university's retirement program.

However, it seems appropriate to allow university employees who insist they wish to retire and withdraw their retirement benefits a limited period of time during which they may exercise those options.

Exercise of the options must be conditioned upon the employee (and possibly the employee's spouse) signing appropriate documentation releasing the university (and TIAA/CREF) from any liability for adverse tax consequences which may follow premature withdrawal of retirement accounts or for losses which may befall the retiree when such withdrawn funds become subject to dispute, for example, in divorce actions or are otherwise subject to attachment by legal process from which they were exempt when held in qualified retirement accounts.

Mr. White asked how this option will affect UCA from a financial standpoint. President Thompson explained that it is to the university's advantage since those retiring with a higher salary level will be replaced by employees at a lower salary level. The President stated that the biggest risk is that employees who retire and begin to draw benefits may regret the decision later in life.

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

BE IT RESOLVED: "THE ADMINISTRATION IS AUTHORIZED TO AMEND THE UNIVERSITY'S TIAA/CREF RETIREMENT PLAN TO GIVE EMPLOYEES PARTICIPATING IN THAT PLAN A ONE-TIME OPTION FOR EARLY RETIREMENT AND WITHDRAWAL OF CONTRIBUTIONS TO THE PLAN MADE BY THEM OR BY THE UNIVERSITY IN THEIR BEHALF. EXERCISE OF THE OPTION BY THE EMPLOYEE WILL BE SUBJECT TO THE FOLLOWING CONDITIONS AND REQUIREMENTS:

- 1. THE OPTION WILL BE AVAILABLE TO EMPLOYEES BETWEEN THE AGES OF 50 AND 59 1/2 WHO HAVE TWENTY OR MORE YEARS OF SERVICE AT THE UNIVERSITY.**
- 2. CREF CASH AVAILABILITY FOR THOSE EXERCISING THE OPTION SHALL BE THE SAME AS CURRENTLY ALLOWED FOR EMPLOYEES WHO LEAVE UNIVERSITY SERVICE AT OR AFTER AGE 59 1/2. TIAA WITHDRAWALS MAY BE MADE TO THE EXTENT ALLOWED BY TIAA/CREF.**
- 3. EMPLOYEES WHO TAKE ADVANTAGE OF THE OPTION SHALL NOT BE ELIGIBLE FOR UNIVERSITY EMPLOYMENT OF ANY KIND AT ANY TIME IN THE FUTURE ONCE THE OPTION HAS BEEN EXERCISED, AND SHALL SIGN APPROPRIATE DOCUMENTATION ACKNOWLEDGING THAT FACT.**
- 4. EMPLOYEES EXERCISING THE OPTION AND, IF APPROPRIATE, THEIR SPOUSES, MUST SIGN APPROPRIATE DOCUMENTATION ACKNOWLEDGING THAT ADVERSE TAX CONSEQUENCES MAY RESULT FROM EARLY WITHDRAWAL OF TIAA/CREF FUNDS, THAT THE WITHDRAWN FUNDS BECOME PERSONAL PROPERTY SUBJECT TO LEGAL PROCESS, AND ABSOLVING THE UNIVERSITY AND TIAA/CREF OF ANY LIABILITY OR RESPONSIBILITY FOR ANY ADVERSE**

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**CONSEQUENCES RESULTING FROM THE RETIREE'S
EARLY WITHDRAWAL OF RETIREMENT FUNDS.**

5. **TO BE ELIGIBLE FOR THIS OPTION, AN EMPLOYEE MUST SUBMIT A LETTER OF RESIGNATION FROM THE UNIVERSITY EFFECTIVE, IN THE CASE OF FACULTY, ON MAY 15, 1992, AND IN THE CASE OF OTHER EMPLOYEES, ON JUNE 30, 1992. THE LETTER OF RESIGNATION AND ACCOMPANYING REQUEST TO EXERCISE THE OPTION MUST BE SUBMITTED AND ALL NECESSARY FORMS AND REQUIREMENTS COMPLETED DURING THE PERIOD BETWEEN JANUARY 1, 1992 AND MARCH 31, 1992, AT WHICH TIME THE OPTION ALLOWED BY THIS RESOLUTION SHALL EXPIRE."**

CATASTROPHIC LEAVE BANK PROGRAM - The Legislature passed in its most recent session an act establishing a Catastrophic Leave Bank Program for the use of regular, full-time, classified employees.

The legislation became Act 169 of 1991 which contains rules and regulations that must be implemented for administering the program. The Department of Finance and Administration is required by the Legislature to approve all programs prior to an agency or institution beginning the operation of a Catastrophic Leave Bank Program.

The program would be administered by a committee appointed by the President. The committee would receive requests for catastrophic leave and those requests would be evaluated in accordance with guidelines contained in Act 169 of 1991.

The following resolutions were adopted upon motion by Mr. Aydelott, seconded by Mr. White, and passed:

BE IT RESOLVED: "THAT IT SHALL BE THE POLICY OF THE UNIVERSITY OF CENTRAL ARKANSAS TO PERMIT ELIGIBLE, REGULAR, FULL-TIME, CLASSIFIED EMPLOYEES TO VOLUNTARILY DONATE ACCRUED ANNUAL AND/OR SICK LEAVE TO THE CATASTROPHIC LEAVE BANK PROGRAM. IT SHALL ALSO BE THE POLICY OF THE UNIVERSITY OF CENTRAL ARKANSAS TO PERMIT ELIGIBLE, REGULAR, FULL-TIME, CLASSIFIED EMPLOYEES TO VOLUNTARILY

RECEIVE LEAVE FROM THE CATASTROPHIC LEAVE BANK PROGRAM. THE CATASTROPHIC LEAVE BANK PROGRAM DOES NOT CREATE ANY EXPECTATIONS OR PROMISES OF CONTINUED EMPLOYMENT WITH THE UNIVERSITY OF CENTRAL ARKANSAS AND IS MERELY A MEANS OF ASSISTING ELIGIBLE UNIVERSITY EMPLOYEES THROUGH MEDICAL EMERGENCIES, INJURIES AND ILLNESS SHOULD THEY EXHAUST ALL EARNED SICK, ANNUAL, HOLIDAY AND COMPENSATORY LEAVE TIME. THE CATASTROPHIC LEAVE COMMITTEE SHALL BE COMPOSED OF SEVEN MEMBERS WHO REPRESENT A RELATIVE DEMOGRAPHIC CROSS-SECTION OF THE UNIVERSITY'S WORK FORCE AND SHALL BE APPOINTED BY THE PRESIDENT OF THE UNIVERSITY. PARTICIPATION SHALL BE VOLUNTARY AND THE ADMINISTRATION OF THE CATASTROPHIC LEAVE BANK PROGRAM SHALL BE IN ACCORDANCE WITH ACT 169 OF 1991, AND

BE IT FURTHER RESOLVED: "THAT THE PRESIDENT IS AUTHORIZED TO ESTABLISH A UNIVERSITY CATASTROPHIC LEAVE BANK PROGRAM IN COMPLIANCE WITH THE ABOVE POLICY. THE PROGRAM WILL BEGIN OPERATION IN ACCORDANCE WITH ACT 169 OF 1991 AND BE MADE AVAILABLE TO CLASSIFIED EMPLOYEES WHO MEET THE CRITERIA OUTLINED IN THE LEGISLATION."

OTHER:

LONG TERM DISABILITY - Washington National Insurance Company, the carrier of the university's long term disability insurance, has proposed a rate decrease for the 1992 calendar year. The proposed rate by Washington National is \$.36 per \$100 of salary paid to regular, full-time employees. This rate represents a \$.10 decrease per \$100 of salary.

Washington National has proposed the reduction in the rates because of low claims. This new rate will represent a savings to the University of approximately \$18,000 per year.

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

"BE IT RESOLVED: THAT THE PRESIDENT BE AUTHORIZED TO EXTEND THE UNIVERSITY'S CONTRACT FOR LONG TERM DISABILITY WITH WASHINGTON NATIONAL INSURANCE COMPANY FOR THE 1992 CALENDAR YEAR BEGINNING JANUARY 1, 1992 AT A RATE OF THIRTY SIX CENTS (\$.36) PER \$100 OF SALARY FOR REGULAR, FULL-TIME EMPLOYEES OF THE UNIVERSITY."

RENAMING HEALTH SCIENCES CENTER - J. J. Doyne served as the first president of Arkansas State Normal School from 1908 through 1917. Early in the history of this institution a building was constructed on the site where the Health Sciences Center stands, and it was named Doyne Hall in honor of President Doyne. Doyne Hall was demolished in 1976 and replaced by the present structure.

The Alumni Association Board has recommended that the Health Sciences Center be named in President Doyne's honor. That request has been submitted to the Council of Vice Presidents and has its endorsement.

The following resolution was adopted upon motion by Mr. White, seconded by Mr. Womack, and passed:

BE IT RESOLVED: "THAT THE NAME OF THE HEALTH SCIENCES CENTER, BUILT ON THE SITE OF THE ORIGINAL DOYNE HALL, BE NAMED DOYNE HEALTH SCIENCES CENTER IN HONOR OF THE FIRST PRESIDENT OF THIS INSTITUTION."

Dr. Chakales stated that his term is expiring at the end of 1991 and that he has enjoyed his time on the Board. He said that the number of Board meetings presently being held is inadequate and recommends that a meeting be held every two months. Mr. White agreed that circumstances necessitate meeting more frequently than quarterly.

Executive session for the purpose of considering personnel was declared upon motion by Mr. Aydelott, seconded by Mr. White, and passed.

EXECUTIVE SESSION

The following adjustments, appointments, resignations, retirements, and sabbaticals, as recommended by President Thompson, were approved upon motion by Mr. White, seconded by Dr. Chakales, and passed with Mr. Malone abstaining due to a close friendship.

Adjustments:

1. Steven Runge, change from Instructor, Biology, tenure track, effective August 15, 1991 through May 15, 1992, @ a gross salary of \$26,500.00, to Assistant Professor, Biology, tenure track, effective August 15, 1991 through May 15, 1992, @ a gross salary of \$27,500.00.
2. Paul Spillenger, change from Instructor, English, tenure track, with one year toward promotion and one year toward tenure, effective August 15, 1991 through May 15, 1992, @ a gross salary of \$25,000.00, to Assistant Professor, English, tenure track, with one year toward promotion and one year toward tenure, effective August 15, 1991 through May 15, 1992, @ a gross salary of \$26,000.00.
3. Paul Totten, change from Project Coordinator, Financial Affairs, non-faculty appointment, effective July 1, 1991 to July 1, 1992, @ a gross salary of \$37,637.00, to Business Manager, Financial Affairs, non-faculty appointment, effective July 1, 1991 to July 1, 1992, @ a gross salary of \$37,637.00.
4. Robert Hilliard, change from Director/Associate Professor, Professional Field Experiences, @ a gross salary of \$45,000.00, to a full-time faculty member in the Department of Administration and Secondary Education, @ a gross salary of \$40,000.00, effective July 1, 1992.

Appointments:

1. Tatyana Samokhina, Guest Lecturer, Academic Affairs, term, non-tenure track, effective August 15, 1991 through December 13, 1991, @ a gross salary of \$5,000.00 plus room and board.
2. Marsha Carson, Instructor, Administrative Services, term, non-tenure track, effective August 15, 1991 through May 15, 1992, @ a gross salary of \$22,000.00.

3. Holly Holland, Instructor, Biology, term, non-tenure track, effective August 15, 1991 through December 31, 1991, @ a gross salary of \$10,000.00.
4. Norman Hoover, Assistant Professor, Biology, term, non-tenure track, effective August 15, 1991 through December 31, 1991, @ a gross salary of \$13,125.00.
5. Jack Mobley, Instructor, Biology, term, non-tenure track, effective August 15, 1991 through December 31, 1991, @ a gross salary of \$13,125.00.
6. Kenneth Young, Assistant Professor, Economics and Finance, term, non-tenure track, effective August 15, 1991 through May 15, 1992, @ a gross salary of \$28,000.00.
7. Margie Lewis, Instructor, Educational Media/Library Science, term, non-tenure track, effective August 15, 1991 through December 31, 1991, @ a gross salary of \$11,000.00.
8. Margie Lewis, Instructor, Educational Media/Library Science, term, non-tenure track, effective January 1, 1992 through May 15, 1992, @ a gross salary of \$11,000.00.
9. Judy Boswell, Instructor/Grants Evaluator Coordinator, Health Education, term, non-tenure track, effective August 15, 1991 through May 15, 1992, @ a gross salary of \$19,400.00.
10. Robert Lowe, Instructor, Kinesiology & Physical Education, tenure track, effective August 15, 1991 through May 15, 1992, @ a gross salary of \$29,000.00.
11. Lydia Woods, Instructor, Kinesiology & Physical Education, tenure track, effective August 15, 1991 through May 15, 1992, @ a gross salary of \$29,500.00.
12. Jo Ann Henry, Instructor, Mathematics/Computer Science, term, non-tenure track, effective August 15, 1991 through December 31, 1991, @ a gross salary of \$10,000.00.
13. Michael Seger, Instructor, Mathematics/Computer Science, term, non-tenure track, effective August 15, 1991 through May 15, 1992, @ a gross salary of \$20,000.00.
14. Debbie Purtle Vaughan, Instructor, Mathematics/Computer Science, term, non-tenure track, effective August 15, 1991 through May 15, 1992, @ a gross salary of \$21,000.00.
15. Clayton Gable, Instructor, Physical Therapy, tenure track, effective August 15, 1991 through December 31, 1991, @ a gross salary of \$20,000.00.

16. Richard Russ Hancock, Project Coordinator/University Photographer, Public Affairs, non-faculty appointment, effective July 29, 1991 to July 1, 1992, @ a gross annual salary of \$22,500.00.
17. Hsiao-Hung Lee, Assistant Librarian, Torreyson Library, non-faculty appointment, effective September 1, 1991 to July 1, 1992, @ a gross annual salary of \$25,000.00.
18. Art Lichtenstein, Assistant Librarian, Torreyson Library, non-faculty appointment, effective October 1, 1991 to July 1, 1992, @ a gross annual salary of \$26,700.00.

Appointments, part-time:

1. Alfred O'Neal King, Instructor, part-time, Accounting, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
2. Selma Hobby, Adjunct Professor, part-time, Administration & Secondary Education, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,500.00.
3. Carolyn Jones, Student Teacher Supervisor/Instructor, part-time, Administration & Secondary Education, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
4. Raymond Simon, Adjunct Professor, part-time, Administration & Secondary Education, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
5. Cindy Fryer, Instructor, part-time, Administrative Services, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
6. Gertrude Casciano, Instructor, part-time, Art, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$3,000.00.
7. Susan Chambers, Instructor, part-time, Art, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$3,000.00.
8. Nancy Dunaway Fowlkes, Instructor, part-time, Art, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,500.00.

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9. Leslie Mangiamele, Instructor, part-time, Art, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
10. Mildred Snipes, Instructor, part-time, Art, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
11. Elizabeth Fulton, Instructor, part-time, Biology, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
12. F. Dunn Jones, Instructor, part-time, Biology, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,500.00.
13. Saroj Runge, Instructor, part-time, Biology, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,500.00.
14. Joseph LaFace, Assistant Professor, part-time, Economics and Finance, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,500.00.
15. Anita Bowen, Instructor, part-time, English, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
16. Stephanie Dixon, Instructor, part-time, English, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
17. Josephine Hornix, Instructor, part-time, English, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
18. Kay Lambert, Instructor, part-time, English, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
19. Teri McMoran, Instructor, part-time, English, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
20. Jennifer Methvin, Instructor, part-time, English, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
21. Barbara Rogers, Instructor, part-time, English, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.

22. Delores Rogers, Instructor, part-time, English, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
23. Marvin Schwartz, Instructor, part-time, English, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$3,000.00.
24. Henry Smiley, Instructor, part-time, English, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
25. Don Spitler, Instructor, part-time, English, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
26. Liana Teska, Instructor, part-time, English, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
27. Norma Tio, Instructor, part-time, English, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
28. Brian Tippit, Instructor, part-time, English, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
29. Rebecca Tyson, Instructor, part-time, English, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
30. Jan Carol Wells, Instructor, part-time, English, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
31. Janet Gingerich, Instructor, part-time, Foreign Languages, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
32. David O'Dell, Instructor, part-time, Foreign Languages, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
33. George Balogh, Instructor, part-time, History, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
34. James Allen Brent, Instructor, part-time, History, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.

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35. Carole Carter, Instructor, part-time, History, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
36. Pat Glass, Instructor, part-time, History, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
37. Philip Gould, Instructor, part-time, History, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$3,000.00.
38. Mary Landreth, Instructor, part-time, History, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
39. Keith Mariott, Instructor, part-time, History, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
40. John Nunes, Instructor, part-time, History, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
41. Barbara Pulliam, Instructor, part-time, History, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
42. William Richardson, Instructor, part-time, History, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
43. Susan H. Standridge, Instructor, part-time, History, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
44. Dan Such, Instructor, part-time, History, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
45. Cathy Urwin, Instructor, part-time, History, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$3,000.00.
46. Boyd Ward, Instructor, part-time, History, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
47. Marilou Brodie, Instructor, part-time, Home Economics, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.

48. Elizabeth Coffman, Instructor, part-time, Home Economics, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
49. Ellen Frazier, Instructor, part-time, Home Economics, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
50. K. C. Poole, Instructor, part-time, Home Economics, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
51. Renee Ryburn, Instructor, part-time, Home Economics, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
52. Michael Kenneth Blankenbeckler, Teaching Assistant, part-time, Honors College, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,200.00.
53. Faril Simpson, Jr., Instructor, part-time, International Programs, term, non-tenure track, effective August 5, 1991 (one day only), @ a gross salary of \$250.00.
54. Brooks Aitchison, Instructor, part-time, Marketing and Management, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
55. Lauren Maxwell, Instructor, part-time, Marketing and Management, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
56. Pam Milburn, Instructor, part-time, Marketing and Management, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
57. Sherry James Smith, Instructor, part-time, Marketing and Management, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
58. Alvie Walter "Doug" Dillin, Instructor, part-time, Mathematics/Computer Science, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.

59. W. Dewayne Collins, Instructor, part-time, Mathematics/Computer Science, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,500.00.
60. James Fielder, Instructor, part-time, Mathematics/Computer Science, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
61. Rita Fielder, Instructor, part-time, Mathematics/Computer Science, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
62. Bill Hunt, Instructor, part-time, Mathematics/Computer Science, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
63. William Christopher Hunter, Instructor, part-time, Mathematics/Computer Science, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
64. Doyle Jackson, Instructor, part-time, Mathematics/Computer Science, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
65. Ralph G. Olsen II, Instructor, part-time, Mathematics/Computer Science, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
66. Belinda Marie Robertson, Instructor, part-time, Mathematics/Computer Science, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
67. Charles Watson, Instructor, part-time, Mathematics/Computer Science, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,500.00.
68. Martha Antolik, Instructor, part-time, Music, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$9,000.00.

69. Connie Bellinghausen, Instructor, part-time, Music, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$500.00.
70. Brian Conaster, Instructor/Staff Accompanist, part-time, Music, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$3,850.00.
71. Sue Evans, Instructor, part-time, Music, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
72. Gerry Gibson, Instructor, part-time, Music, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,675.00.
73. Frances Monday, Instructor, part-time, Music, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
74. Gay Pappin, Instructor, part-time, Music, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,875.00.
75. Lee Phillips, Instructor, part-time, Music, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$3,985.00.
76. William Randall, Instructor, part-time, Music, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$3,500.00.
77. Jessica Shaver, Instructor, part-time, Music, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,500.00.
78. Charlotte Smith, Instructor, part-time, Music, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,145.00.
79. Carl Anthony, Professor, part-time, Music Prep School, effective September 15, 1991 through June 30, 1992, @ an estimated gross salary of \$2,000.00.
80. Gilbert Baker, Assistant Professor, part-time, Music Prep School, effective August 26, 1991 through June 30, 1992, @ an estimated gross salary of \$4,000.00.
81. Cheryl Barks, Instructor, part-time, Music Prep School, term, non-tenure track, effective August 16, 1991 through June 30, 1992, @ an estimated gross salary of \$2,000.00.

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82. Jann Bryant, Director, Music Prep School, extra help, term, non-tenure track, effective October 1, 1991 through December 15, 1991, @ a gross salary of \$3,000.00.
83. Martha Griffith, Instructor, part-time, Music Prep School, term, non-tenure track, effective August 26, 1991 through June 30, 1992, @ an estimated gross salary of \$2,000.00.
84. Caroline Hartig, Instructor, part-time, Music Prep School, effective August 26, 1991 through June 30, 1992, @ an estimated gross salary of \$3,000.00.
85. Kay Kraeft, Professor, part-time, Music Prep School, effective August 26, 1991 through June 30, 1992, @ an estimated gross salary of \$1,000.00.
86. Jackie Lamar, Associate Professor, part-time, Music Prep School, effective August 26, 1991 through June 30, 1992, @ an estimated gross salary of \$3,000.00.
87. Kevork Mardirossian, Instructor, part-time, Music Prep School, effective August 26, 1991 through June 30, 1992, @ an estimated gross salary of \$6,000.00.
88. Lisa Ricketson, Instructor, part-time, Music Prep School, term, non-tenure track, effective August 26, 1991 through June 30, 1992, @ an estimated gross salary of \$3,000.00.
89. Denis Winter, Associate Professor, part-time, Music Prep School, effective September 15, 1991 through June 30, 1992, @ an estimated gross salary of \$1,500.00.
90. Gwendolyn Galloway, Instructor, part-time, Nursing, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$3,600.00.
91. Lorraine Hill, Instructor, part-time, Nursing, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$3,120.00.
92. Rita Woodward, Instructor, part-time, Nursing, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$3,120.00.
93. Thomas Arnold, Instructor, part-time, Philosophy, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.

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94. Steven Guffey, Instructor, part-time, Physical Therapy, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$4,200.00.
95. Stephen Hearn, Instructor, part-time, Physical Therapy, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$4,200.00.
96. Ralva Bass, Instructor, part-time, Physics, term, non-tenure track, effective January 6, 1992 through May 15, 1992, @ a gross salary of \$2,800.00.
97. Michael Murphy, Instructor, part-time, Political Science, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$3,000.00.
98. William Crow, Instructor, part-time, Professional Field Services, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
99. Estel Hopkins, Instructor, part-time, Professional Field Services, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$3,000.00.
100. Hazel Seay, Instructor, part-time, Professional Field Services, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
101. Nancy H. Shaw, Instructor, part-time, Professional Field Services, term, non-tenure track, effective September 1, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
102. George Balogh, Instructor, part-time, Quantitative Methods & Information Systems, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
103. Dwight Pierce, Assistant Professor, part-time, School of Health Sciences, tenure track, effective August 1 through August 14, 1991, @ a gross salary of \$1,000.00.
104. Donna Bull, Instructor, part-time, Sociology, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
105. Lisa Ray Lewis, Instructor, part-time, Sociology, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.

106. Martha Alman, Instructor, part-time, Speech-Language Pathology, term, non-tenure track, effective September 12, 1991 through December 12, 1991, @ a gross salary of \$2,100.00.
107. Rose Hamilton, Instructor, part-time, Speech, Theatre and Journalism, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
108. Mike McCullars, Instructor, part-time, Speech, Theatre and Journalism, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$1,400.00.
109. Jimmie Lee Williams, Instructor, part-time, Speech, Theatre and Journalism, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.
110. Sandra Williams, Instructor, part-time, Speech, Theatre and Journalism, term, non-tenure track, effective August 15, 1991 through December 15, 1991, @ a gross salary of \$2,800.00.

Summer Appointments:

1. Arthur Hoyt, Jr., Professor, Chemistry, effective second summer term, July 8 through August 9, 1991, @ a gross salary of \$5,564.00.

Resignations:

1. Steve Jackson, English, end of second summer term 1991.
2. Robert Dudek, Torreyson Library, August 31, 1991.
3. Kathie George, Torreyson Library, October 11, 1991.
4. R. Samuel Boyd, Psychology and Counseling, May 15, 1992.
5. Charles Hollingsworth, Art, May 15, 1992.

Retirements:

1. James A. Rollins, Psychology and Counseling, December 31, 1991.
2. Betty L. Martin, Nursing, May 15, 1992.
3. Ruth Rogers, Nursing, May 15, 1992.
4. Edward Sett gast, Foreign Languages, May 15, 1992.

Sabbaticals:

1. John Choinski, Biology, Fall, 1992; Spring, 1993.
2. Emogene Fox, Health Education, Fall, 1992.
3. Charles Harvey, Philosophy, Fall, 1992.
4. Murette Jackson, English, Fall, 1992.
5. Helen Phillips, Art, Fall, 1992.
6. Joel Pouwels, Foreign Languages, Fall, 1992.

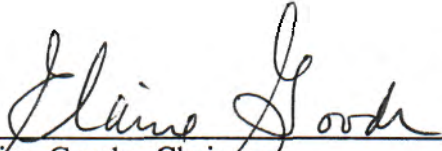
Open session was declared upon motion by Mr. White, seconded by Dr. Chakales, and passed.

OPEN SESSION

The preceding adjustments, appointments, resignations, retirements, and sabbaticals, as recommended by President Thompson were approved upon motion by Mr. White, seconded by Dr. Chakales, and passed with Mr. Malone abstaining due to a close friendship.

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

1645
1635



Elaine Goode, Chairman



Dalda F. Womack, Secretary