

The Board of Trustees of the University of Central Arkansas convened in regular meeting Friday, May 6, 1994 at 1:00 p.m. in the Administration Building with the following officers and members present, to-wit:

Chairman:	Mr. Dalda Womack
Vice Chairman:	Mr. Joe White
Secretary:	Mr. Madison P. Aydelott III
	Dr. Harold Chakales
	Mrs. Elaine Goode
	Mr. Rush Harding III
	Mr. Jerry Malone

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

Minutes of the last regular meeting, March 18, 1994, were approved as circulated on motion by Mrs. Goode with a second by Mr. Aydelott. Mr. Malone abstained.

Mr. Womack and other members of the Board welcomed Dr. Harold Chakales. Dr. Chakales, the newest member of the Board, served one term previously.

#### PRESIDENT'S REPORT

President Thompson reported on the following items:

Baum Gift - The UCA Foundation is the recipient of a gift from the estate of Mrs. Nadine Baum in the amount of \$950,000, \$350,000 of which is restricted to the music department. This gift, which increases the Foundation fund balance to approximately \$5.3 million, makes the Baum family the largest benefactors in the history of the university with donations totaling \$1.7 million. Foundation funds totaled approximately \$600,000 when Dr. Thompson became president of the university in 1988.

ROTC - Approximately one year ago as the Army reduced the size of ROTC programs across the nation, UCA's program was reduced from being a host campus to being, in effect, a satellite campus with headquarters no longer located at UCA. The Army and the ROTC program have now realized that a substantial majority of their students in the program come from UCA. They have therefore decided to upgrade UCA from a cross-enrolled to a host institution. Some of the ROTC staff members who were reassigned will be returning to UCA.

President Thompson commended Major Robert Brown, Chair of the Department of Military Science, for his efforts in that respect.

Introductions - President Thompson recognized the following individuals:

Mr. Mack Thompson, director of personal computer support for the data processing center, and recipient of the Employee of the Year Award;

Dr. Conrad Shumaker, professor of English, and recipient of the Teaching Excellence Award;

Dr. Randall Pouwels, associate professor of history, and first recipient of the Research, Scholarship, & Creative Activity Award;

Dr. Gregory Urwin, associate professor of history, and first recipient of the Public Service Award;

Mr. Don Adlong, newly elected president of the Faculty Senate;

Ms. Rachel Shipman, newly elected president of the Student Government Association; and

Ms. Sandy Breeding, president of the Staff Senate; next year's president has not yet been selected.

Commencement - Graduation is scheduled for Saturday, May 14, at 10:30 a.m. in the Farris Center. Ms. Carol Rasco, President Clinton's Assistant for Domestic Policy, will be the speaker. Ms. Rasco received her master's degree from UCA. A luncheon in her honor will be held at the President's House following commencement.

Legislative Audit - A copy of the legislative audit for fiscal year 1993 was received today; and for the third consecutive year UCA has no audit exceptions. President Thompson commended Mr. Robert McCormack, vice president for financial affairs, Ms. Barbara Goswick, controller, and other staff members within the division of financial affairs for an excellent job.

Other:

(1) President Thompson distributed copies of and discussed "Retention of UCA Full-Time Entering Freshmen by Race and Sex Compared to State Average," and "Average Salary Increase of Continuing Faculty by Rank for the Fiscal Years 1989-90 through 1993-94."

In relation to the first chart President Thompson explained that UCA's retention rate for all entering freshmen at 75.7% is second only to U of A Fayetteville. Black retention rates, both male and female, at UCA are greater from the freshman to sophomore year than the white retention rates. Retention rates are important in that they are one of the components in the productivity funding that the state will be implementing in the next biennium. Mr. Malone requested that he be furnished the raw numbers for the percentages shown on the retention chart.

The second chart indicates that UCA compares well with the national increases in faculty salaries over the past few years. Mr. Aydelott asked if information is available which compares UCA faculty salaries to state averages. President Thompson stated that that information will be updated for the past year and will be sent to Board members when SREB averages are available.

(2) President Thompson reported that five of the seven Board members have completed trustee training requirements for the year. The remaining two members must complete the requirement before December. There is no mechanism in the legislation for training certification; therefore, a form is being developed and records will be kept in the President's Office.

(3) President Thompson informed the Board that two individuals have requested permission to address the Board. (One request is from Mr. James Armstrong's attorney, Mr. Jerome Green, and the other is from a student.) Mr. Womack suggested that the Board address the issue at the conclusion of new business unless there were objections from Board members. At the suggestion of both Mr. Malone and Mr. Harding the Board decided to consider the issue immediately. Mr. Womack asked Board members to state their feelings concerning those who want to appear before the Board. The following discussion occurred:

Mr. Malone: "I recall back December of '91, I guess, we had some, I had some real concerns that this university and the Board perhaps didn't have what was a clear policy or procedure on how individuals could come and address the Board. It's always been my position that information is good whether we agree with it or not and that we as public servants in the sense of trustees of this university should not shield ourselves from information in that there ought to be some formalized procedure whereby they would know how they would get an

opportunity to address the Board. Back at that time they were dealing with some students who had been fighting an issue regarding the way this institution was initially formulated or promulgated and wanted to just address the Board as they had done before the Arkansas State Legislature and as they had done before the Governor not long before that. As I recall I moved that they be allowed to address the Board. There was not a second to that motion and it died for lack of a second so we did not get the opportunity to discuss and debate the propriety or impropriety of citizens, students, faculty, or whomever having an opportunity to appear before and address the Board. I think it's something that we as a Board really need to deal with head on and I think we need to deal with it same as other public entities that I'm affiliated with deals with it and that is to designate a set amount of time during Board meetings where persons can sign up and be allowed to make public comment. It's not dialogue back and forth in many instances between the public body and those persons making comment but it does afford persons an opportunity to come and be heard by those individuals who - I guess I've been endowed with certain responsibilities over public monies and public funds and items of public interest. I submit that this Board would be doing the public a disservice if we don't allow that to happen. I say all of that in relationship to this request, I guess, is number one is because I don't know that we've taken any steps since that time in '91 to formalize a process and make it known whereby persons can say 'okay I know by X date, I need to notify X person of X purpose, whatever, of my intended desire to come before the Board'. So number one is I don't think we have a formal process prohibiting persons from coming before the Board nor permitting it. I know we have had instances where persons from the community regarding concerns have come before this Board, have been recognized, and allowed to make their thoughts and concerns known. Also, in this instance, I think, I received a packet from the President regarding this and I viewed some of it and it appears that this is also similar to the instance two or three years ago where we had a matter before us by virtue of the President requesting the Board to hear a matter after he recused himself. As I read the documents a similar request has been made in this instance and it is my position, personally, that the Board should entertain that similarly as it did the last time. And those persons be allowed to address the Board publicly if that's their desire but also be allowed to have the matter reviewed by the Board privately as we did in the other instance."

Mr. Womack stated that he concurs in one respect but he thinks that one of the issues concerned here is a personnel matter and he questions that in particular.

President Thompson stated that there was not a request that he recuse himself in the previous case; he recused himself because the charges were made directly against him. Therefore, it would have been inappropriate for him to decide the case. He further stated that there was no further university procedure to follow, therefore, he took the matter to the Board. President Thompson explained that there is no reason for him to recuse himself in the James

Armstrong grievance. He stated that the grievance is a personnel matter and should not be discussed in open session.

Mr. Harding asked if President Thompson had been named a defendant in a lawsuit when he recused himself in the previous case.

President Thompson stated that he had not, but that the accusations made by the individual were against him personally.

Mr. White stated that he views this request as a personnel matter. However, he asked the Board to consider a mechanism whereby the Faculty Senate, Staff Senate, and Student Government Association would have an opportunity to address the Board. He further stated that he is certainly not in favor of keeping anyone from voicing an opinion.

Mr. Aydelott agreed with Mr. Malone and volunteered to work on a committee with the individuals suggested by Mr. White in promulgating a policy. He stated that there should be an organized procedure that is clear to faculty, staff, students, and the citizens of this community which would allow them to approach the Board.

Mr. Harding suggested that future Board meetings be held in a larger facility to accommodate those who are interested in university affairs.

Mr. Harding asked what Mr. Armstrong and his attorney, Mr. Green, requested specifically.

President Thompson explained that they requested that he recuse himself from the issue and that the Board decide the grievance. President Thompson recommended very strongly against the Board accepting that course.

President Thompson agreed with Mr. Aydelott about establishing a procedure for perhaps the Student Senate President, the Faculty Senate President, and the Staff Senate President being allocated time to address the Board periodically. However, if other individuals are to be permitted to appear before the Board there may be provisions of the Administrative Procedures Act which should be abided by. President Thompson stated that, in his judgment, however, that is a far different matter than the Board considering grievance procedures. And, in Mr. Armstrong's case it is a personnel matter followed by a grievance. President Thompson stated again that he did not think that the matter should be discussed in a public session. Also, he again strongly advised the Board against getting involved in the decision of grievance matters.

Mrs. Goode stated that if she understands the Board's role correctly, it is a policy-making Board. If the Board hears and makes decisions on personnel matters such as this grievance, then it is operating in a different fashion.

Mr. Aydelott stated that he agrees that the two matters need to be separated and requested the Board to return to the issue that Mr. Malone articulated earlier.

Following further discussion Mr. Malone moved that "we form a committee with Pat Aydelott serving as the Board representative on that committee with Faculty Senate representative, Staff Senate representative, Student Government representative, to formulate a policy for faculty, staff, students, and citizens of the community to address the Board in some organized and appropriate fashion and bring that back to the Board for its review and consideration."

President Thompson requested that he, or his designee, be included on the committee.

Dr. Chakales suggested that any other Board members who wish to participate also be included.

Mr. Malone: "The motion is so amended to reflect that and I guess, Mr. President, that I would also request that, to move that along, since you indicated there are some Administrative Procedure Act implication we might get that looked at so the committee will have that..."

President Thompson stated that he is not sure that the APA applies but he thinks that the university legal counsel should check and be sure that it doesn't.

The following resolution was adopted upon motion by Mr. Malone, with a second by Mr. Harding:

**"BE IT RESOLVED, THAT A COMMITTEE BE FORMED CONSISTING OF PAT AYDELOTT SERVING AS THE BOARD REPRESENTATIVE, ANY OTHER BOARD MEMBERS WHO WISH TO BE INVOLVED, REPRESENTATIVES OF THE FACULTY SENATE, STAFF SENATE, AND STUDENT GOVERNMENT ASSOCIATION, AND THE PRESIDENT OF THE UNIVERSITY OR HIS DESIGNEE TO FORMULATE A POLICY FOR FACULTY, STAFF, STUDENTS, AND CITIZENS OF THE COMMUNITY TO ADDRESS THE BOARD IN SOME ORGANIZED AND APPROPRIATE FASHION WITH THE UNDERSTANDING THAT THE**

**PROPOSED POLICY WILL BE BROUGHT BACK BEFORE THE BOARD  
FOR ITS REVIEW AND CONSIDERATION."**

Mr. Malone: "That dealt with one part of it, I guess, there's still that got us talking on that was the request by, I guess, Mr. Armstrong and Mr. Green to address the Board and this didn't deal with that issue so it's still live at this point for the Board to address and appropriately deal with. It would be my thought that, yes, this is a personnel matter and should be discussed in executive session, however, I guess that the individual has a right to waive, I would think, the privacy interest that he or she has such as it could be discussed in public. However, I would perhaps encourage the Board to consider allowing some statement from the counsel for the individual not as dialogue and discussion with the Board but a statement for the Board to use in its determination whether or not to take this matter up. We've heard the President's side and the President's view that it's personnel and it's different from the personnel matter we handled a couple or so years ago where the Board did, in fact, take it on and, I guess, step outside of that policy-making mode and review the factual allegations and voted and made a decision regarding the recommendation, I believe, by one of the university committees. And, so there is precedent for the Board doing that but I think before the Board makes that decision in this case the Board should allow counsel to share Mr. Armstrong's arguments or positions regarding Dr. Thompson's position. I think that's no more than appropriate is to allow each side to give the Board information before the Board makes its decision whether or not to allow - or whether or not to take this matter under consideration."

Mr. Womack asked Mr. Malone if he inferred that there has been precedence set in regard to personnel matters being discussed before the Board in open session.

Mr. Malone: "We did not discuss that in open session; we dealt with it in executive session but it was a personnel matter that the President, as he indicated, chose to request the Board act on even though there is not a policy or procedure in place that allows for that and the Board did in fact take that up in executive session, made a decision in executive session, came back out and announced as required to do in public session so, yes, the Board did in fact review a personnel matter and act on it."

Mr. Womack requested Ms. Mary Stallcup, legal counsel, to advise the Board regarding this discussion.

Ms. Stallcup noted that there were problems inherent in the public discussion of a personnel issue that could be the subject of future litigation.

Mr. Harding asked if the Board is being asked to discuss it or to just listen to a statement.

Mr. Malone: "My recommendation is that the Board go into executive session and allow a statement to be made to be used as part of the Board's information or in open session, I guess, the statement can be made if it can't be in executive but a statement to be made to the Board for information purposes as the Board decides whether to take the matter under review or not take the matter under review. To make that decision without information on both sides to me reflects a continuation of perceptions that the Board is not interested in hearing all sides before it makes a decision on that."

President Thompson stated that in this matter the policy specifically does not make a provision for consideration by the Board; it says that the President will make the decision. President Thompson cautioned the Board that Mr. Armstrong's attorney cannot accompany him if the matter is considered in executive session.

Mr. Malone: "I tend to agree with that. And now I will say too - and make sure if you would, Peggy, that my portions are quoted verbatim - I don't recall in the other instance the rationale being given that it could go to the Board naturally. As I recall it, it was that there is not a procedure for this, this is not in place, but since it is a direct allegation against the President, the President felt that it would be most appropriate to avoid even the appearance of impropriety and thereby requested that the Board consider it. It was not presented as I recall it as saying this is just one step in the process that's not being taken. As I recall it, the process had come to the President's desk where it normally would have stopped and that for those reasons the President chose to come to the Board to ask the Board to take it on."

Mr. Harding stated that he, personally, does not want to be asked to decide this issue. He thinks it is a personnel matter to be dealt with by the President under proper university procedures. However, he does not see any harm in listening to a statement from someone because the issue affects people's lives.

Dr. Chakales asked if the issue could be tabled until a policy has been established for individuals to address the Board.

Following further discussion Dr. Thompson recommended that the Board consider the matter in executive session before considering whether a statement will be allowed.

Executive session was declared upon motion by Mr. Aydelott with a second by Mr. White.



### OPEN SESSION

Open session was declared upon motion by Mr. Harding with a second from Mr. Aydelott.

The following personnel adjustments, additional compensation from grant funds, appointments, part-time appointments, recommendations for promotion, recommendations for tenure, early retirement, termination, resignations, declination, reappointments, and summer appointments as recommended by President Thompson with the exception of the recommendation for termination regarding James Armstrong, were approved provided, however, that the administration was authorized to make corrections and changes of a clerical nature, upon motion by Mr. White, with a second by Mrs. Goode. All members of the Board voted in favor of the motion except Mr. Womack and Mr. Malone who abstained. Mr. Malone stated "my abstention is based on my concern - my continued concern - regarding policies, practices, and procedures."

#### Adjustments:

1. Billy R. Humphrey, Professor, Accounting, appointment with tenure, effective August 19, 1993 through May 19, 1994, change gross salary from \$55,689.00 to \$56,748.00.
2. C. Denise Johnson, Instructor/Interim Coordinator of Developmental/Fundamental Studies, Undergraduate Studies, revised contract for July 12, 1993 through June 30, 1994 @ a gross salary of \$32,019.20 (based on \$33,433 per annum).
3. Lynne W. Seymour, Instructor, Nursing, tenure track, effective August 19, 1993 through May 19, 1994, change gross salary from \$32,789.00 to \$29,739.75 for approved educational leave at 50% salary for period March 28, 1994 through May 19, 1994.

#### Additional Compensation from Grant Funds:

1. Don Bradley III, Executive Director, Small Business National Advancement Center, effective May 3, 1994 through June 5, 1994 @ a gross salary \$6,042.34.

#### Appointments:

1. Scott Warren Calef, Assistant Professor, Philosophy, second summer term @ a gross salary of \$3,840.00.

2. Scott Warren Calef, Assistant Professor, Philosophy, tenure track with 2 years toward promotion and tenure, effective August 17, 1994 through May 17, 1995 @ a gross salary of \$32,000.00.
3. Patricia Hamilton Carlin, Instructor, Foreign Languages, term, non-tenure track, effective August 17, 1994 through May 17, 1995 @ a gross salary of \$26,000.00.
4. Nona R. French, Visiting Assistant Professor, Economics & Finance, term, non-tenure track, effective August 17, 1994 through May 17, 1995 @ a gross salary of \$35,500.00.
5. Richard O. Grows, Assistant Project Coordinator, Small Business Advancement National Center, non-faculty appointment, effective May 1, 1994 through April 30, 1995 @ a gross salary of \$23,625.00.
6. Loreta F. Holder-Brown, Associate Professor, Special Education, tenure track, effective August 17, 1994 through May 17, 1995 @ a gross salary \$34,060.00.
7. Carolyn J. Kelley, Instructor, Administration & Secondary Education, term, non-tenure track, effective August 17, 1994 through May 17, 1995 @ a gross salary of \$23,000.00.
8. Diane Lord, Instructor, Psychology & Counseling, term, non-tenure track, effective August 17, 1994 through May 17, 1995 @ a gross salary of \$22,000.00.
9. Daniel D. Magoulick, Instructor, Biology, tenure track, effective August 17, 1994 through May 17, 1995 @ a gross salary of \$28,000.00. If doctorate is completed by August 17, 1994, contract will be revised to rank of Assistant Professor @ a gross salary of \$29,000.00.
10. Jacquie Rainey, Assistant Professor, Department of Health Sciences, tenure track with one year credit toward tenure and promotion, effective August 17, 1994 through May 17, 1995 @ a gross salary of \$35,000.00.
11. Timothy L. Rodgers, Project Coordinator, Small Business Advancement National Center, non-faculty appointment, effective May 1, 1994 through April 30, 1995 @ a gross salary of \$26,800.00.
12. Joseph Rosen, Department Chairperson/Professor, Physics & Astronomy, tenure track with three years credit toward tenure, effective July 1, 1994 through June 30, 1995 @ a gross salary of \$63,000.00.

13. Aeon J. Skoble, Assistant Professor, Philosophy, term, non-tenure track, effective August 17, 1994 through May 17, 1995 @ a gross salary of \$29,000.00.
14. Todd A. Smith, Assistant Professor, Mathematics/Computer Science, tenure track, effective August 17, 1994 through May 17, 1995 @ a gross salary of \$36,000.00.
15. Kathleen Underwood, Lecturer/Research Associate, Undergraduate Studies, term, non-tenure track, effective August 17, 1994 through May 17, 1995 @ a gross salary of \$23,900.00.
16. Kathryn Sue Young, Assistant Professor, Speech/Theatre/Journalism, tenure track with one year credit toward promotion and tenure, effective August 17, 1994 through May 17, 1995 @ a gross salary of \$31,000.00.

Appointments, part-time:

1. Donald D. Gettinger, Instructor, part-time, Biology, effective spring semester 1994 @ a gross salary of \$3,000.00.

Recommendations for Promotion:

College of Arts and Letters	<u>Department</u>	<u>Recommended Rank</u>
1. Kristina Belisle	Music	Assistant Professor
2. Cathy Caldwell	Art	Associate Professor
3. Andrew Cohen	Art	Associate Professor
4. Ralph Gallucci	History	Associate Professor
5. Charles Harvey	Philosophy	Professor
6. Peter Mehl	Philosophy	Associate Professor
7. Tom McInnis	Political Science	Associate Professor
8. Wolfgang Oeste	Music	Assistant Professor

9. Gregory Urwin History Professor

#### College of Business Administration

1. Pam Spikes Accounting Associate Professor

#### College of Education

1. William Lammers Psychology/Counseling Associate Professor

2. Patricia Phelps Administration/Secondary Education Associate Professor

#### College of Health and Applied Sciences

1. Bonnie Decker Occupational Therapy Assistant Professor

2. Reta Zabel Physical Therapy Assistant Professor

#### College of Natural Sciences and Mathematics

1. C. Wayne Brown Mathematics/Computer Science Associate Professor

2. David Dussourd Biology Associate Professor

3. Donna Foss Mathematics/Computer Sci. Associate Professor

4. Mary V. McDonald Biology Associate Professor

5. William Taylor Chemistry Associate Professor

6. Ming-fang Wang Mathematic/Computer Science Associate Professor

**Recommendations for Tenure:****College of Arts and Letters**

1. Jonathan Glenn English
2. Bryan Massey Art

**College of Education**

1. Kathleen Atkins Special Education
2. Elson Bihm Psychology
3. Linda Fielstein Psychology

**College of Health and Applied Sciences**

1. Dwight Pierce Health Sciences
2. Nancy Reese Physical Therapy
3. Linda Shalik Occupational Therapy

**College of Natural Sciences and Mathematics**

1. George Bratton Mathematics and Computer Science
2. Kenneth Freiley Biology
3. Linda Griffith Mathematics and Computer Science
4. Rahul Mehta Physics
5. Mike Moran Biology
6. Conrad Stanitski Chemistry

Early Retirement:

1. Sarah McAuley Psychology/Counseling June 30, 1994

Terminations:

1. James Armstrong Intramural Activities January 18, 1994.

Declinations:

1. Laurence Schmued, Assistant Professor, Health Sciences, appointment approved at Board of Trustees meeting March 18, 1994, declined appointment March 31, 1994.

Reappointments:

## PRESIDENT'S DIVISION

NAME	TITLE	SALARY
<u>Office of the President</u>		
Dr. Winfred L. Thompson	President/Professor of History	\$108,600.00***
Ms. Julie W. Cabe	Executive Assistant to the President/Governmental Affairs	66,180.00
Ms. Mary B. Stallcup	Director of Governmental Relations/General Counsel	61,298.00
Mr. Ronald D. Williams	Dir. Univ. Relations/Asst. to Pres./Dir. Deseg. & Aff. Act.	49,656.00
Ms. Peggy S. Smith	Associate for Administration	28,458.00
Ms. Pamela D. Jolly	Director of Internal Audits	32,228.00
<u>International Programs</u>		
Ms. Carol S. Knipscheer	Instructor/Coordinator of Intensive English Program	32,538.00
Ms. Lynn R. Ramage	Instructor	19,686.00
Ms. Lisa R. Daerr	Instructor	18,360.00
<u>Athletic Department</u>		
Mr. William E. Stephens	Director of Athletics	63,622.00
Mr. Michael B. Isom	Head Coach/Football	51,796.00
Ms. Sallie V. Dalton	Instructor/Women's Athletic Administrator/Compliance Officer	48,684.00
Mr. Ronald J. Marvel	Head Coach/Women's Basketball/Tennis	50,228.00
Mr. Richard J. Martin, Jr.	Head Coach/Track	42,739.00
Mr. Arch M. Jones	Acting Head Coach/Men's Basketball	49,980.00
Mr. Clarence W. Keopple, III	Assistant Coach/Football/Head Golf Coach	39,599.00

Mr. Clifton J. Ealy	Assistant Coach/Football	38,980.00
Mr. Jack C. Fulmer	Head Coach/Baseball	37,668.00
Mr. Tommy W. Reed	Assistant Coach/Men's Basketball	33,236.00
Mr. Scott D. Schwartz	Assistant Coach/Football	28,968.00
Mr. Darrell G. Walsh	Acting Head Volleyball Coach/Ast. Women's Basketball Coach	20,400.00

## ACADEMIC AFFAIRS

NAME	TITLE	SALARY
<u>Office of Vice President</u>		
Dr. J. William Berry (T)	Vice President for Academic Affairs	\$83,942.00
Ms. Joan E. Pritchard (T)	Asst. Professor/Asst. to Vice President for Academic Affairs	68,369.00
<u>Graduate School/Sponsored Programs</u>		
Dr. Robert M. McLaughlin (T)	Academic Dean/Professor	77,751.00
Ms. Deborah S. Walz	Research Associate/Associate Director of Sponsored Programs	44,880.00
<u>Honors College</u>		
Dr. Norbert O. Schedler (T)	Professor/Director of Honors College	70,034.00
Dr. Richard I. Scott (T)	Professor/Assistant Director of Honors College	39,387.00
<u>Registrar's Office</u>		
Mr. Anthony D. Sitz	Registrar	50,422.00
<u>Torreyson Library</u>		
Dr. Willie Hardin (T)	Academic Dean/Professor	59,225.00
Mr. Tom W. Dillard	Archivist	40,565.00
Ms. Carol L. Powers	Assistant Librarian	37,157.00
Ms. Kaye M. Talley	Assistant Librarian/Technical Services Coordinator	34,854.00
Dr. Michael Webster	Assistant Librarian/Collection Management Coordinator	33,660.00
Ms. Janet Jackson	Assistant Librarian/Systems Coordinator	32,500.00
Mr. Art A. Lichtenstein	Assistant Librarian/Public Services Coordinator	30,296.00
Ms. Ellen S. Johnson	Assistant Librarian/Circulation	29,797.00
Ms. Sarah J. Bryan	Assistant Librarian/Head Cataloger	28,021.00
Dr. Hsiao-Hung H. Lee	Assistant Librarian	27,171.00
Ms. N. Fawzia Braine	Assistant Librarian/Government Documents	25,500.00
Ms. Charlotte Evans	Assistant Librarian	25,495.00
Mr. David L. Parker	Director of Audiovisual Services	32,611.00

Continuing Education

Ms. Mary Sue Whitelaw	Continuing Educ.Coordinator/Dir. of Non-credit Programs	32,258.00
Mr. John M. Lar	Continuing Education Coordinator/Director of Channel 6	31,761.00
Ms. Lois Love Moody	Project Coordinator/Corporate Relations	25,253.00

Undergraduate Studies

Dr. Sally A. Roden (T)	Academic Dean/Professor	\$70,380.00
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Transitional Studies

Ms. C. Denise Johnson	Instructor/Coordinator of Transitional Studies	\$34,102.00
Dr. Lou Ann Norman	Instructor	24,854.00
Ms. Kathleen A. Smith	Instructor	24,854.00
Mr. Jerry L. Moore	Instructor	24,394.00
Ms. Patricia R. Price	Instructor	23,743.00
Ms. Jo Karen Smith	Instructor	22,903.00
Ms. Deborah E. Beeman	Instructor	22,632.00
Ms. Virginia Steele	Instructor	22,224.00
Ms. Norma Tio	Instructor	22,224.00
Dr. Ellen P. Stengel	Instructor	22,192.00
Ms. Cynthia K. Anderson	Instructor	22,076.00
Mr. Michael A. Seger	Instructor	21,573.00

## VICE PRESIDENT FOR ADMINISTRATION

NAME	TITLE	SALARY
Dr. James S. Dombek (T)	Vice President for Administration/Professor	\$80,356.00
Dr. Earl E. McGehee, Jr. (T)	Professor/Director of Computer Services	77,445.00
Mr. Jerrel N. Fielder	Director of Physical Plant	58,374.00
Ms. Lilly A. Harmon	Associate Director of Computer Center	52,828.00
Ms. Helen L. Russell	Assistant Vice President for Human Resources	41,216.00



## VICE PRESIDENT FOR FINANCIAL AFFAIRS

NAME	TITLE	SALARY
Mr. Robert E. McCormack	Vice President for Financial Affairs	\$80,789.00
Dr. Roger D. Lewis	Director of Institutional Research	47,872.00
Ms. Barbara A. Goswick	Controller	44,711.00
Ms. Sherry L. Byrd	Director of Student Aid	42,063.00
Mr. Paul T. Totten	Business Manager	41,394.00
Ms. Valerie N. Nicholson	Project Coordinator/Grant Accountant	24,888.00

## VICE PRESIDENT FOR PUBLIC AFFAIRS

NAME	TITLE	SALARY
Mr. John L. Ward	Vice President for Public Affairs	\$77,463.00
Mr. Joe F. Darling	Director of Admissions	45,941.00
Mr. James W. Schneider	Director of Information	38,425.00
Ms. Ellen F. Ishee	Director of Publications & Creative Services	29,741.00
Ms. Carolyn R. Dombek	Project Coordinator	27,629.00
Mr. Eric S. Clay	Assistant Dean of Students/Assistant Director of Admissions	19,788.00
Ms. Penny Ratliff	Assistant Dean of Students/Assistant Director of Admissions	19,380.00

## VICE PRESIDENT FOR STUDENT AFFAIRS

NAME	TITLE	SALARY
Dr. John W. Smith	Vice President for Student Affairs	\$69,501.00
Dr. Maurice E. Ness	Director of Counseling Center	51,445.00
Dr. Gary A. Roberts	Dean of Students	49,679.00
Mr. Logan C. Hampton	Associate Dean/Director of Minority Affairs	40,727.00
Mr. John G. Cagle	Assistant Dean of Students/Director of Student Activities	35,264.00
Dr. Katherine Rice-Clayborn	Assistant Dean of Students/Assistant Director of Placement	33,795.00
Mr. Henry K. Phelps, IV	Assistant Dean of Students/Director of Orientation	33,731.00
Ms. Beth Scott	Assistant Dean of Students/Counselor	30,200.00
Ms. Mary M. Mabry	Assistant Dean of Students/Counselor	30,110.00
Ms. Jeanette A. Taylor	Assistant Dean of Students/Asst. Director of Student Activities	26,711.00
Mr. David C. Dennis	Project Coordinator/Recreation/Intramurals	24,480.00
Mr. Darryl K. McGee	Director of Disability Services	24,480.00

## COLLEGE OF ARTS AND LETTERS

NAME	TITLE	SALARY
Dr. Gary D. Stark (T)	Academic Dean/Professor	\$76,000.00*
<u>Dept. of Art</u>		
Dr. Kenneth E. Burchett (T)	Department Chairperson/Professor	\$68,508.00*
Ms. Helen E. Phillips (T)	Professor	45,384.00
Mr. Robert C. Thompson (T)	Professor	44,737.00
Mr. Patrick H. Larsen (T)	Professor	42,680.00
Mr. Roger D. Bowman (T)	Associate Professor	37,840.00
Dr. Gayle M. Seymour (T)	Associate Professor	35,521.00
Ms. Cathy R. Caldwell	Associate Professor	33,258.00
Mr. Bryan W. Massey (T)	Associate Professor	33,048.00
Dr. Andrew L. Cohen	Associate Professor	32,823.00
Dr. Lyn Brands Wallace	Assistant Professor	31,926.00
<u>Dept. of English</u>		
Dr. Terrance B. Kearns (T)	Department Chairperson/Professor	\$66,920.00*
Dr. Henry N. Rogers, III (T)	Professor	57,384.00
Dr. Jeff D. Henderson, III (T)	Professor	56,663.00
Dr. Robert E. Lowrey (T)	Professor/Director of UCA Press	56,169.00*
Dr. Phillip B. Anderson (T)	Professor	55,102.00
Dr. Gary T. Davenport (T)	Professor	53,929.00
Dr. John H. Lammers (T)	Professor	46,272.00
Ms. Rebecca J. Williams (T)	Associate Professor/Director of Writing Lab	43,845.00
Dr. Patricia W. McGraw (T)	Professor	43,532.00
Dr. Conrad C. Shumaker (T)	Professor	40,970.00
Dr. Bonnie L. Melchior (T)	Professor	40,873.00
Ms. Marette J. Stirtz (T)	Associate Professor	40,621.00
Dr. Wayne B. Stengel (T)	Associate Professor	34,859.00
Dr. Margaret M. Morgan (T)	Associate Professor	34,322.00
Dr. Richard T. Gaughan (T)	Associate Professor	33,208.00
Dr. James E. Fowler (T)	Associate Professor	33,106.00
Dr. Raymond-Jean Frontain (T)	Associate Professor	32,697.00
Dr. Jonathan A. Glenn (T)	Associate Professor	31,982.00
Dr. Michael W. Schaefer	Assistant Professor	31,585.00
Mr. Terry A. Wright (T)	Associate Professor	30,125.00#

Dr. Robert A. Koch	Assistant Professor	29,886.00
Dr. Paul W. Spillenger	Assistant Professor	28,331.00***
Dr. Jay R. Curlin	Assistant Professor	28,293.00
Ms. Francie F. Jeffery	Assistant Professor	26,578.00
Ms. Linda D. Arnold	Assistant Professor	26,392.00
Dr. Eric J. Sterling	Instructor	25,398.00
Mr. William T. Jenkins	Instructor	24,298.00
Mr. James A. Gifford	Instructor	22,605.00
Ms. Annemarie A. Black	Instructor	22,187.00

Dept. of Foreign Languages

Dr. Marian M. Brodman (T)	Department Chairperson/Associate Professor	\$60,844.00*
Dr. Joel B. Pouwels (T)	Associate Professor	37,149.00
Dr. Dwight E. Langston (T)	Associate Professor	35,760.00
Dr. Phillip D. Bailey	Assistant Professor	29,580.00
Dr. Jaime M. Zambrano	Assistant Professor	29,070.00
Mr. Jose L. Martinez	Assistant Professor	28,642.00

Dept. of Geography/Political Science/Sociology

Dr. Donald E. Whistler (T)	Professor	\$54,519.00
Dr. Carl R. Redden (T)	Professor	53,330.00
Dr. Michael A. Kelley (T)	Professor	52,647.00
Dr. William C. Jameson (T)	Associate Professor	50,160.00
Dr. William K. Upham (T)	Professor	49,157.00
Dr. D. Brooks Green (T)	Associate Professor	47,143.00
Dr. William F. Keinath (T)	Professor	46,271.00
Dr. Robert G. Shepherd (T)	Professor	46,254.00
Dr. Gary D. Weekin (T)	Professor	43,905.00
Dr. R. Lawson Veasey, Jr. (T)	Professor	43,162.00
Dr. Jamia E. Fox (T)	Professor	41,790.00
Dr. Paul L. Butt (T)	Associate Professor	40,592.00
Dr. Gerald L. Reynolds (T)	Associate Professor	38,122.00
Dr. Jeffrey J. Kamakahi	Assistant Professor	33,630.00
Dr. Kenneth H. Mackintosh	Assistant Professor	33,482.00
Dr. Tom N. McInnis	Associate Professor	33,353.00
Mr. Jeffrey D. Allender	Assistant Professor	31,272.00
Dr. John T. Passe-Smith	Assistant Professor	30,600.00
Dr. Lani L. Malysa	Assistant Professor	29,376.00
Mr. Ronnie B. Tucker	Instructor	10,894.00##

Dept. of History

Dr. Harry W. Readnour (T)	Department Chairperson/Professor	\$66,924.00*
Dr. Foy F. Lisenby (T)	Professor	55,015.00
Dr. James W. Brodman (T)	Professor	50,771.00
Dr. Theman R. Taylor (T)	Professor	50,125.00
Dr. Eugene J. Corcoran (T)	Professor	47,328.00
Mr. Maurice C. Webb (T)	Associate Professor	46,248.00
Mr. Donald G. Jones (T)	Associate Professor	43,783.00
Dr. Gregory Urwin (T)	Professor	39,572.00
Dr. Randall L. Pouwels (T)	Associate Professor	38,188.00
Dr. Kenneth C. Barnes	Associate Professor	36,618.00
Dr. Ralph F. Gallucci	Associate Professor	36,153.00
Dr. Vincent E. Hammond	Associate Professor	31,423.00
Dr. Miriam Meijer	Assistant Professor	31,110.00
Ms. Sondra H. Gordy	Assistant Professor	29,274.00

Dept. of Music

Dr. Sam Driggers (T)	Department Chairperson/Professor	\$68,604.00*
Mr. Russell Langston	Director of Bands	49,223.00*
Mr. John M. Erwin (T)	Associate Professor/Director of Choral Activities	48,139.00**
Dr. Neil C. Rutman	Assistant Professor	45,263.00
Dr. Don L. Collins (T)	Professor	44,299.00
Mr. Patrick R. Hasty (T)	Associate Professor	42,651.00
Dr. Carl R. Anthony (T)	Professor	41,041.00
Mr. Richard Hobson (T)	Assistant Professor	40,176.00
Mr. Kevork Mardrossian	Assistant Professor	39,984.00
Dr. Kay K. Kraeft (T)	Professor	39,547.00
Dr. Denis W. Winter (T)	Associate Professor	37,579.00
Mr. Wolfgang Oeste	Assistant Professor	36,331.00
Mr. Gilbert R. Baker (T)	Assistant Professor	36,020.00
Dr. Anne L. Patterson (T)	Associate Professor	35,899.00
Dr. Jacquelyn B. Lamar (T)	Associate Professor	35,144.00
Ms. Kristina M. Belisle	Assistant Professor	30,376.00
Ms. Carolyn K. Brown	Instructor	22,032.00
Ms. Jann D. Bryant	Instructor/Director of Community School of Music	16,728.00*

Dept. of Philosophy

Dr. Jim D. Shelton (T)	Department Chairperson/Professor	\$60,619.00*
Dr. Charles W. Harvey (T)	Professor	41,592.00

Dr. Peter J. Mehl	Associate Professor	32,537.00
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Dept. of Speech, Theatre, Journalism

Dr. Robert H. Willenbrink, Jr. (T)	Department Chairperson/Associate Professor	\$57,936.00*
Dr. Glenn D. Smith (T)	Professor	52,071.00
Mr. Ernest C. Dumas	Assistant Professor/Journalist in Residence/Echo Advisor	41,208.00
Mr. Gregory A. Blakey (T)	Assistant Professor	34,765.00
Mr. Edvard E. Thorsett	Instructor	33,966.00
Dr. Lorraine Fuller	Assistant Professor	32,640.00
Ms. Paulette H. Walter	Instructor/Scroll Advisor	32,052.00**
Dr. Claudia A. Beach	Assistant Professor/Director of Theatre	31,620.00
Mr. Shawn D. Fulper-Smith	Instructor/Radio Program Manager	27,133.00*
Ms. Cecily Storm Delk	Instructor	26,000.00

COLLEGE OF BUSINESS ADMINISTRATION

Dr. Peter Lorenzi (T)	Academic Dean/Professor	\$77,265.00*
Dr. James E. Barr (T)	Professor/Assistant Dean	71,612.00*

Dept. of Accounting

Dr. P. Michael Moore (T)	Department Chairperson/Professor	\$67,886.00
Dr. Lillian C. Parrish (T)	Professor	64,370.00
Dr. Billy R. Humphrey (T)	Professor	57,884.00
Dr. Ben D. Carter (T)	Associate Professor	54,441.00
Dr. Pamela A. Spikes (T)	Associate Professor	49,421.00
Mr. Paul H. Jensen (T)	Assistant Professor	49,022.00
Ms. Donna S. Smith (T)	Assistant Professor	42,781.00
Mr. Roy Whitehead, Jr. (T)	Assistant Professor	39,956.00
Ms. Nina M. Goza	Instructor	29,478.00

Dept. of Economics and Finance

Dr. Patricia K. Cantrell (T)	Department Chairperson/Associate Professor	\$61,812.00*
Dr. Ben B. McNew (T)	Professor/Carmichael Chair	63,305.00
Dr. William C. Johnson (T)	Professor	61,898.00
Dr. Edward L. Guffey (T)	Professor	60,782.00
Dr. Morris A. Lamberson (T)	Professor	60,736.00

Dr. James H. Packer, III (T)	Associate Professor	59,781.00
Dr. James A. Bell (T)	Professor	58,292.00
Dr. William F. Kordsmeier (T)	Associate Professor	45,876.00
Mr. James C. Weller (T)	Assistant Professor	44,698.00
Dr. William L. Seyfried	Assistant Professor	35,598.00

Dept. of Marketing and Management

Dr. William T. Bounds, Jr. (T)	Department Chairperson/Associate Professor	\$67,020.00*
Dr. Kenneth M. Griffin (T)	Professor	71,182.00*
Dr. John C. Malley (T)	Associate Professor	63,122.00
Dr. Douglas T. Grider, Jr (T)	Professor	61,756.00
Dr. Conrad Carroll (T)	Professor	60,700.00
Dr. Don B. Bradley, III (T)	Professor	59,518.00
Dr. Herff L. Moore, Jr. (T)	Associate Professor	59,401.00
Dr. Joseph D. Cangelosi, Jr. (T)	Associate Professor	58,505.00
Dr. Therold E. Bailey (T)	Professor	57,279.00
Dr. Scott Markham (T)	Associate Professor	44,823.00
Dr. Betty S. Rogers	Assistant Professor	38,243.00
Dr. Rebecca J. Gatlin	Assistant Professor	34,661.00
Dr. Paula D. Ladd	Assistant Professor	33,000.00
Mr. Sidney G. Painter	Instructor	27,418.00
Mr. Donald M. Epperson	Instructor	26,520.00

COLLEGE OF EDUCATION

Dr. Jim R. Bowman (T)	Academic Dean/Professor	\$76,056.00*
Dr. Carol A. Pierson	Associate Professor/Interim Assistant Dean	46,360.00*

Center for Academic Excellence

Mr. Joe Hundley	Associate Professor/Director Center for Academic Excellence	\$54,867.00*
Dr. Susan L. Peterson	Associate Professor/Asst Dir. Center for Academic Excellence	40,537.00*

Dept. of Applied Academic Technologies

Dr. Selvin W. Royal (T)	Department Chairperson/Professor	\$72,444.00*
Dr. Joseph V. Arn (T)	Professor	53,550.00
Dr. Kenneth F. Jordan (T)	Professor	48,753.00
Dr. Clemens A. Gruen (T)	Professor	45,567.00
Dr. Glenda B. Thurman (T)	Associate Professor	41,637.00
Dr. Jody B. Charter (T)	Associate Professor	40,337.00

Ms. Karen Sue Fraser	Assistant Professor	32,000.00
Ms. Hope Shastri	Assistant Professor/Director of the Learning Resource Center	30,396.00
Dr. Steven M. Cox	Assistant Professor	29,198.00
<u>Dept. of Adm. &amp; Sec. Education</u>		
Dr. Barbara D. Holmes	Department Chairperson/Associate Professor	\$61,200.00*
Dr. Paul E. Peterson (T)	Professor	51,304.00
Dr. Dick B. Clough (T)	Associate Professor	48,488.00
Dr. Jesse L. Rancifer (T)	Associate Professor	48,468.00
Dr. Terry L. James (T)	Associate Professor	44,332.00
Dr. Harold E. Griffin (T)	Associate Professor	38,583.00
Dr. Linda M. Coyle	Associate Professor	35,943.00***
Dr. Cynthia Pace	Visiting Associate Professor	35,000.00
Dr. Patricia H. Phelps	Associate Professor	34,864.00
Dr. Ann E. Witcher	Assistant Professor	31,416.00
<u>Dept. of Childhood Education</u>		
Dr. Sidney T. Mitchell (T)	Professor	\$56,295.00
Dr. Amelia R. Steelman (T)	Associate Professor	48,719.00
Dr. Betty L. Dickson	Assistant Professor	32,725.00
Dr. David R. Sumpter	Assistant Professor	30,818.00
Dr. Mary H. Mosley	Assistant Professor	30,753.00
Ms. Tammy Benson	Instructor	23,996.00
Ms. Barbara Bolls	Instructor	22,440.00
Ms. Emily R. Appukuttan	Instructor/Child Study/Childhood Education	20,299.00
<u>Professional Field Services</u>		
Dr. Joyce A. Fiddler	Instructor/Director of Professional Field Services	\$36,516.00*
Ms. Susan B. Jackson	Instructor/Coordinator of Early Field Experiences	25,118.00
Ms. Deborah Reese Barnes	Instructor/Coordinator of Early Field Experiences	22,440.00
<u>Dept. of Psychology and Counseling</u>		
Dr. David J. Skotko (T)	Department Chairperson/Professor	\$71,475.00*
Dr. Billy L. Smith (T)	Professor	62,246.00#
Dr. Bobby D. Williams (T)	Professor	59,869.00
Dr. Clyde E. Reese (T)	Professor	56,868.00
Dr. Linda A. Glenn (T)	Professor	49,167.00
Dr. Teresa C. Smith (T)	Associate Professor	39,021.00
Dr. Michael T. Scoles (T)	Associate Professor	38,577.00

Dr. Elson M. Bihm (T)	Associate Professor	36,693.00
Dr. Lynda L. Fielstein (T)	Associate Professor	36,142.00
Dr. William J. Lammers	Associate Professor	34,092.00
Mr. Robert D. Feese (T)	Instructor	33,161.00
Dr. Paulette J. Leonard (T)	Associate Professor	33,075.00
Dr. Lauren K. Bush	Assistant Professor	31,416.00
Dr. Ronald K. Bramlett	Assistant Professor	30,716.00
Dr. Robert K. Rowell	Assistant Professor	29,376.00
Dr. Avram J. Zolten	Assistant Professor	29,376.00
Ms. Karen M. Dobbs	Instructor	23,868.00

Dept. of Special Education

Dr. Freddie W. Litton (T)	Department Chairperson/Professor	\$61,506.00*
Dr. James C. Mainord (T)	Professor	59,663.00
Dr. David L. Naylor (T)	Professor	58,752.00
Dr. Joe E. Walthall (T)	Professor	54,787.00
Dr. Harold D. Love (T)	Professor	54,179.00
Dr. Kathleen R. Atkins (T)	Associate Professor	38,350.00
Mr. Ralph E. Calhoun	Assistant Professor	28,058.00

COLLEGE OF HEALTH AND APPLIED SCIENCE

Dr. Neil W. Hattlestad (T)	Academic Dean/Professor	\$76,375.00*
Dr. Jimmy H. Ishee (T)	Professor/Assistant Dean	57,466.00*

Dept. of Health Sciences

Dr. Emogene L. Fox (T)	Chairperson/Associate Professor	\$57,630.00*
Dr. Jane W. Lammers (T)	Professor	42,310.00
Dr. Betty M. Hubbard (T)	Associate Professor	40,122.00#
Dr. Dwight R. Pierce (T)	Associate Professor	36,831.00
Dr. Gary A. Lewers (T)	Associate Professor	36,059.00

Dept. of Home Economics

Dr. Mary H. Harlan (T)	Department Chairperson/Associate Professor	\$60,839.00*
Dr. Melissa A. Shock	Assistant Professor	34,209.00
Dr. Detri M. Brech	Assistant Professor	32,249.00 ***
Dr. Teresa K. Buchanan	Instructor	32,181.00
Ms. Renee F. Ryburn	Instructor	28,458.00



Dept. of Kinesiology and Physical Education

Dr. Deborah J. Howell (T)	Department Chairperson/Associate Professor	\$61,784.00*
Dr. Larry W. Titlow (T)	Professor	45,248.00
Dr. John L. Gates (T)	Associate Professor	42,973.00
Ms. Ann E. Machen (T)	Assistant Professor	39,277.00
Dr. Nicholas L. Pederson (T)	Associate Professor	34,483.00
Mr. Robert C. Lowe	Instructor	31,914.00***
Ms. Lorna R. Strong	Instructor/Clinical	24,480.00**
Ms. Rockie D. Pederson	Instructor	22,950.00

Dept. of Nursing

Dr. Barbara G. Williams (T)	Department Chairperson/Professor	\$65,883.00*
Dr. Kathleen N. Bondy	Professor	49,980.00
Dr. Glenda D. Lawson	Assistant Professor	42,277.00***
Dr. Lauretta A. Koenigseder (T)	Assistant Professor	41,133.00
Ms. Sheila J. Stroman (T)	Assistant Professor	35,919.00
Dr. Rebecca R. Lancaster (T)	Assistant Professor	35,823.00
Ms. Lynne W. Seymour	Instructor	33,445.00
Ms. Karen E. Jenkins	Instructor	32,685.00
Ms. Sharyl Sain	Instructor	32,028.00
Ms. Alice L. Nahley	Instructor	31,959.00
Ms. Patricia B. Crane	Instructor	31,404.00
Ms. Diane K. Holt	instructor	30,600.00
Ms. Carol A. Enderlin	Instructor	30,569.00
Ms. Patricia W. Lucy	Instructor	30,345.00
Ms. Susan L. Gatto	Instructor	30,270.00
Ms. Julie Meaux	Instructor	29,580.00

Dept. of Occupational Therapy

Dr. Linda Shalik (T)	Department Chairperson/Associate Professor	\$63,725.00*
Ms. Bonnie R. Decker	Assistant Professor	42,208.00
Ms. Catherine R. Acre	Instructor	36,562.00
Ms. Kathryn D. White	Instructor	36,241.00
Ms. Lorrie Buddenberg	Instructor	34,680.00

Dept. of Physical Therapy

Dr. Venita Lovelace-Chandler (T)	Department Chairperson/Professor	\$71,278.00*
Mr. Joe C. Finnell (T)	Associate Professor	52,466.00*

Dr. William D. Bandy (T)	Associate Professor	46,001.00
Dr. John D. Peck (T)	Associate Professor	41,495.00
Ms. Nancy B. Reese (T)	Assistant Professor	39,262.00
Ms. Reta J. Zabel	Assistant Professor	36,134.00
Ms. Elisa M. Zuber	Instructor	36,108.00
Ms. Jean M. Irion	Instructor	35,598.00
Ms. Kim Dunleavy	Instructor	34,057.00
Dr. Glenn Irion	Assistant Professor	32,409.00
Ms. Rosemary A. Eoff	Instructor/Clinical Coordinator	25,500.00*

Dept. of Speech-Language Pathology

Dr. Elaine McNiece (T)	Department Chairperson/Professor	\$63,750.00*
Dr. James E. Thurman (T)	Associate Professor	47,981.00
Dr. Susan A. Moss-Logan (T)	Associate Professor	40,054.00
Dr. Robert J. Logan (T)	Associate Professor	36,864.00
Ms. Betty B. Fusilier (T)	Instructor	31,634.00
Dr. Margie L. Gilbertson	Assistant Professor	30,086.00
Ms. Kathy J. McDaniel	Instructor/Clinical	27,948.00

COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

Dr. John A. Mosbo (T)	Academic Dean/Professor	\$78,900.00*
Dr. Samuel P. Buchanan (T)	Professor/Assistant Dean/Director of Assessment	\$57,872.00*

Dept. of Biology

Dr. Edmond E. Griffin (T)	Department Chairperson/Professor	\$69,628.00*
Dr. Donald E. Culwell (T)	Professor	54,567.00
Dr. Jimmy B. Throneberry (T)	Professor	54,392.00
Dr. Richard A. Collins (T)	Professor	53,936.00
Dr. D. Derald Smith (T)	Professor	50,081.00
Dr. Wilbur B. Owen (T)	Professor	49,452.00
Dr. H. Frederic Dalske (T)	Associate Professor	49,161.00
Dr. John S. Choinski, Jr. (T)	Professor	41,597.00
Dr. William M. Moran (T)	Associate Professor	40,800.00
Dr. Kenneth J. Freiley (T)	Associate Professor	36,899.00
Dr. David E. Dussourd	Associate Professor	36,353.00
Dr. David R. Zehr (T)	Associate Professor	34,780.00
Dr. Katherine C. Larson	Assistant Professor	31,416.00

Dr. Steven W. Runge	Assistant Professor	31,033.00
Dr. Michael L. Mathis	Assistant Professor	29,376.00
Dr. Norman L. Hoover	Instructor	28,188.00
Dr. Jack E. Mobley	Instructor	28,188.00
Dr. Mary Victoria McDonald	Associate Professor	16,991.00###

Dept. of Chemistry

Dr. Conrad L. Stanitski (T)	Department Chairperson/Professor	\$64,281.00*
Dr. Michael W. Rapp (T)	Professor	60,609.00
Dr. Jerald M. Manion (T)	Professor	58,485.00
Dr. Paul F. Krause (T)	Associate Professor	49,965.00
Dr. George S. Paul (T)	Professor	47,626.00
Dr. R. C. Dorey, III	Associate Professor	37,167.00
Dr. William S. Taylor	Associate Professor	35,204.00
Dr. Karen C. Weaver (T)	Assistant Professor	33,566.00
Dr. Jeffrey A. Draves	Assistant Professor	31,620.00
Dr. Patricia Draves	Assistant Professor	31,620.00
Dr. Patrick J. Desrochers	Assistant Professor	30,396.00

Dept. of Mathematics and Computer Science

Dr. Charles J. Seifert (T)	Department Chairperson/Professor	\$67,776.00*
Dr. W. David Moon (T)	Professor	61,975.00
Dr. Darrell C. Kilman (T)	Professor	61,328.00
Dr. Frank M. Hudson (T)	Professor	56,051.00
Dr. Lawrence R. Huff (T)	Professor	50,184.00
Dr. Ming-fang Wang	Associate Professor	49,284.00
Dr. C. Wayne Brown	Associate Professor	48,538.00
Dr. David R. Peterson (T)	Associate Professor/Director of the Ozark Institute	48,318.00
Mr. Jimmie J. McKim (T)	Assistant Professor	43,860.00
Dr. Damber S. Tomer (T)	Associate Professor	43,259.00
Mr. Donald W. Adlong (T)	Assistant Professor	42,820.00
Dr. Linda K. Griffith (T)	Associate Professor	41,269.00
Dr. Donna H. Foss (T)	Associate Professor	39,962.00
Dr. Ralph S. Butcher (T)	Associate Professor	39,761.00
Dr. Carolyn L. Pinchback (T)	Associate Professor	38,666.00
Dr. Robyn E. Serven (T)	Associate Professor	38,272.00
Dr. George N. Bratton (T)	Associate Professor	38,264.00
Dr. Fred Hickling	Assistant Professor	35,190.00
Dr. Xiaoshen Wang	Assistant Professor	34,476.00

Mr. Tom B. McAnally (T)	Assistant Professor	33,082.00
Ms. Jo Ann B. Henry	Instructor	21,165.00

Dept. of Physics

Dr. Harold L. Pray (T)	Professor	\$55,005.00
Dr. Stephen R. Addison (T)	Associate Professor	39,450.00
Dr. Rahul Mehta (T)	Associate Professor	36,948.00
Dr. Hudson B. Eldridge (T)	Associate Professor	36,836.00
Mr. Norman O. Gaiser (T)	Associate Professor	35,168.00
Dr. Heather L. Woolverton	Associate Professor	33,796.00
Mr. James G. Ross	Instructor	28,560.00

\*\*\* For the convenience of the Board of Trustees, the President is required to live in the President's Home for which no rent or utilities are paid. This contract expires 6-30-96.

\* 12-month faculty

\*\* 10-month contract

\*\*\* Terminal Contract

# Sabbatical leave (Fall 1994) - full pay

## Educational leave - half pay

### Leave Without Pay (Fall 1994)

## SUMMER APPOINTMENTS

## COLLEGE OF ARTS AND LETTERS

Art:

1. Roger Bowman, First Term, @ a gross salary of \$4,452.00.
2. Lyn Brands Wallace, First Term, @ a gross salary of \$3,756.00.
3. Cathy Caldwell, Second Term, @ a gross salary of \$3,795.00.
4. Patrick Larsen, First Term, @ a gross salary of \$5,021.00.

5. Bryan Massey, Second Term, @ a gross salary of \$3,888.00.
6. Robert Thompson, First Term, @ a gross salary of \$5,263.00.

**English:**

7. Phillip Anderson, Second Term, @ a gross salary of \$6,483.00.
8. Gary Davenport, Second Term, @ a gross salary of \$6,345.00.
9. Johnathan Glenn, Second Term, @ a gross salary of \$3,762.00.
10. Jeff Henderson, First Term, @ a gross salary of \$6,666.00.
11. Patricia McGraw, First Term, @ a gross salary of \$2,560.00.
12. Margaret Morgan, First Term, @ a gross salary of \$4,038.00.
13. Henry Rogers, First Term, @ a gross salary of \$6,751.00.
14. Wayne Stengel, Second Term, @ a gross salary of \$4,101.00.
15. Rebecca Williams, First Term, @ a gross salary of \$5,158.00.

**Foreign Languages:**

16. Dwight Langston, First Term, @ a gross salary of \$4,207.00.
17. Jose-Luis Martinez, First Term, @ a gross salary of \$1,626.00.
18. Jaime Zambrano, First Term, @ a gross salary of \$3,420.00.

**Geography:**

19. Jeffrey Allender, First Term, @ a gross salary of \$1,840.00.
20. Paul Butt, First Term, @ a gross salary of \$4,776.00.
21. Brooks Green, Second Term, @ a gross salary of \$5,546.00.

22. Gerald Reynolds, First and Second Terms, @ a gross salary of \$2,242.00 each term.

**History:**

23. Ken Barnes, Second Term, @ a gross salary of \$4,308.00.
24. Eugene Corcoran, First Term, @ a gross salary of \$5,568.00.
25. Ralph Gallucci, First Term, @ a gross salary of \$4,136.00.
26. Vincent Hammond, Second Term, @ a gross salary of \$3,697.00.
27. Foy Lisenby, First Term, @ a gross salary of \$6,472.00.
28. Randall Pouwels, First Term, @ a gross salary of \$4,493.00.
29. Theman Taylor, First Term, @ a gross salary of \$5,897.00.
30. Gregory Urwin, Second Term, @ a gross salary of \$4,538.00.

**Music:**

31. Carl Anthony, First Term, @ a gross salary of \$4,828.00.
32. Don Collins, First Term, @ a gross salary of \$5,212.00.
33. John Erwin, Second Term, @ a gross salary of \$1,700.00.
34. Charles Evans, Second Term, @ a gross salary of \$3,600.00.
35. Patrick Hasty, Second Term, @ a gross salary of \$5,018.00.
36. Kay Kraeft, First Term, @ a gross salary of \$4,653.00.
37. Jacquelyn Lamar, First Term, @ a gross salary of \$4,135.00.
38. Kevork Mardirossian, First Term, @ a gross salary of \$1,400.00.
39. Wolfgang Oeste, Second Term, @ a gross salary of \$4,157.00.

40. Anne Patterson, Second Term, @ a gross salary of \$4,223.00.

41. Neil Rutman, First Term, @ a gross salary of \$1,400.00.

**Philosophy:**

42. Peter Mehl, First Term, @ a gross salary of \$1,855.00.

**Political Science:**

43. Michael Kelley, Second Term, @ a gross salary of \$6,193.00.

44. R. Lawson Veasey, First Term @ a gross salary of \$1,269.00 and Second Term, @ a gross salary of \$3,808.00.

45. Gary D. Weekin, First Term, @ a gross salary of \$5,165.28.

46. Donald E. Whistler, First Term, @ a gross salary of \$6,414.00.

**Sociology:**

47. Jeffrey Kamakahi, First and Second Terms, @ a gross salary of \$3,956.00 each term.

48. Kenneth Mackintosh, First and Second Terms, @ a gross salary of \$3,939.00 each term.

49. Gordon Shepherd, Second Term, @ a gross salary of \$5,442.00.

**Speech/Theatre/Journalism:**

50. Claudia Beach, Second Term, @ a gross salary of \$3,730.00.

51. Marvin DeBoer, First Term, @ a gross salary of \$6,667.80.

52. Lorraine Fuller, Second Term, @ a gross salary of \$3,720.00.

53. Glenn Smith, First Term, @ a gross salary of \$6,126.00.

54. Edvard Thorsett, First Term, @ a gross salary of \$3,996.00.

**COLLEGE OF BUSINESS****Accounting:**

55. Doug Carter, First Term, @ a gross salary of \$6,405.00.
56. Bill Humphrey, Second Term, @ a gross salary of \$6,810.00.
57. Paul Jensen, First Term, @ a gross salary of \$5,883.00.
58. P. Michael Moore, First Term, @ a gross of 7,986.00.
59. Lillian Parrish, Second Term, @ a gross salary of \$7,573.00.
60. Donna Smith, Second Term, @ a gross salary of \$5,033.00.
61. Roy Whitehead, First Term, @ a gross salary of \$4,701.00.

**Economics and Finance:**

62. James Bell, First Term, @ a gross salary of \$3,429.00.
63. Loren Guffey, Second Term, @ a gross salary of \$3,575.00.
64. Clint Johnson, First Term, @ a gross salary of \$7,282.00.
65. Bill Kordsmeier, First Term, @ a gross salary of \$2,699.00.
66. Morris Lamberson, Second Term, @ a gross salary of \$7,145.00.
67. Jim Packer, First Term, @ a gross salary of \$3,516.00.
68. William L. Seyfried, First Term, @ a gross salary of \$2,094.00.
69. Jim Weller, Second Term, @ a gross salary of \$2,629.00.



**Marketing and Management:**

70. James Bell, First Term, @ a gross salary of \$3,429.00.
71. Don Bradley, Second Term, @ a gross salary of \$3,501.00.
72. Joe Cangelosi, Second Term, @ a gross salary of \$3,441.00.
73. Conrad Carroll, First Term, @ a gross salary of \$7,142.00.
74. Donald M. Epperson, First Term, @ a gross salary of \$1,560.00.
75. Rebecca J. Gatlin, First Term, @ a gross salary of \$4,078.00.
76. Doug Grider, Second Term, @ a gross salary of \$7,266.00.
77. Paula Ladd, Second Term, @ a gross salary of \$1,710.00.
78. John C. Malley, Second Term, @ a gross salary of \$7,426.00.
79. Scott Markham, First Term, @ a gross salary of \$2,637.00.
80. Herff Moore, First Term, @ a gross salary of \$3,494.00.

**Small Business Advancement National Center:**

81. Don Bradley III, First and Second Terms, @ a gross salary of \$3,501.00 each term.

**COLLEGE OF EDUCATION****Administration and Secondary Education:**

82. Dick Clough, First and Second Terms, @ a gross salary of \$2,852.22 each term.
83. Linda Coyle, First Term, @ a gross salary of \$2,114.28.
84. Harold Griffin, First Term, @ a gross salary of \$2,269.56 and Second Term @ a gross salary of \$4,539.12.

85. Terry James, First and Second Terms, @ a gross salary of \$5,214.44 each term.
86. Paul Peterson, First and Second Terms, @ a gross salary of \$6,035.76 each term.
87. Patricia Phelps, First Term, @ a gross salary of \$1,992.00.
88. Jesse Rancifer, First Term, @ a gross salary of \$5,702.04 and Second Term @ a gross salary of \$2,851.02.
89. Ann Witcher, First Term, @ a gross salary of \$3,696.00.

**Applied Academic Technologies:**

90. Joseph Am, First and Second Terms, @ a gross salary of \$6,300.00 each term.
91. Steven Cox, First and Second Terms, @ a gross salary of \$3,435.00 each term.
92. Jody Charter, First and Second Terms, @ a gross salary of \$4,746.00 each term.
93. Karen Fraser, First Term, @ a gross salary of \$3,840.00.
94. Glenda Thurman, First and Second Terms, @ a gross salary of \$4,899.00 each term.
95. Hope Shastri, First and Second Terms, @ a gross salary of \$3,576.00 each term.
96. Kenneth Jordan, First Term, @ a gross salary of \$5,736.00, and Second Term, @ a gross salary of \$2,868.00.

**Childhood Education:**

97. Tammy Benson, First Term, @ a gross salary of \$1,412.00.
98. Betty Dickson, First Term, @ a gross salary of \$3,850.00.
99. Sidney Mitchell, Second Term, @ a gross salary of \$6,623.00.
100. Mary Mosley, First and Second Terms, @ a gross salary of \$3,618.00 each term.
101. Amelia Steelman, First and Second Terms, @ a gross salary of \$5,731.00 each term.

102. R. David Sumpter, First and Second Terms, @ a gross salary of \$3,625.00 each term.

**Psychology and Counseling:**

103. Elson Bihm, First and Second Terms, @ a gross salary of \$4,316.00 each term.

104. Ronald Bramlett, First and Second Terms, @ a gross salary of \$3,614.00 each term.

105. Lauren Bush, First and Second Terms, @ a gross salary of \$3,696.00 each term.

106. Karen Dobbs, First Term, @ a gross salary of \$1,404.00, and Second Term, @ a gross salary of \$2,808.00.

107. Lynda Fielstein, Second Term, @ a gross salary of \$4,251.00.

108. Linda Glenn, First Term, @ a gross salary of \$5,784.00.

109. William Lammers, First and Second Terms, @ a gross salary of \$3,893.00 each term.

110. Sarah McAuley, First Term, @ a gross salary of \$4,314.00.

111. Kevin Rowell, First and Second Terms, @ a gross salary of \$3,456.00 each term.

112. Michael Scoles, First and Second Terms, @ a gross salary of \$4,538.00 each term.

113. Billy Smith, First and Second Terms, @ a gross salary of \$7,323.00 each term.

114. Teresa Smith, First and Second Terms, @ a gross salary of \$4,591.00 each term.

115. Robert D. Williams, First Term, @ a gross salary of \$7,043.00.

116. Avram Zolten, First and Second Terms, @ a gross salary of \$3,456.00 each term.

**Special Education:**

117. Kathleen Atkins, First Term, @ a gross salary of \$2,256.00 and Second Term @ a gross salary of \$4,512.00.

118. Ralph Calhoun, First Term, @ a gross salary of \$3,311.00.

119. Harold Love, First and Second Terms, @ a gross salary of \$6,373.00 each term.
120. James Mainord, First Term, @ a gross salary of \$7,019.00.
121. David Naylor, First and Second Terms, @ a gross salary of \$6,912.00 each term.
122. Joe Walthall, First Term, @ a gross salary of \$6,445.00.

## COLLEGE OF HEALTH AND APPLIED SCIENCES

### Health Education:

123. Betty Hubbard, Second Term, @ a gross salary of \$4,720.00.
124. Jane Lammers, First Term, @ a gross salary of \$4,978.00.

### Home Economics:

125. Detri Brech, First Term, @ a gross salary of \$1,897.00.
126. Melissa Shock, First and Second Terms, @ a gross salary of \$4,025.00 each term.

### Kinesiology - Physical Education:

127. John Gates, First Term, @ a gross salary of \$5,056.00.
128. Robert Lowe, Second Term, @ a gross salary of \$3,755.00.
129. Nicholas Pederson, Second Term, @ a gross salary of \$4,057.00.
130. Larry Titlow, First Term, @ a gross salary of \$5,323.00.

### Nursing:

131. Kathleen Bondy, First Term, @ a gross salary of \$2,940.00.
132. Lillian Del Papa, Second Term, @ a gross salary of \$2,936.00.

133. Karen Jenkins, First Term, @ a gross salary of \$3,845.00 and Second Term @ a gross salary of \$769.00.
134. Rebecca Lancaster, First Term, @ a gross salary of \$4,214.00.
135. Glenda Lawson, First Term @ a gross salary of \$4,974.00.

**Occupational Therapy:**

136. Lorrie Buddenberg, First and Second Terms, @ a gross salary of \$4,080.00 each term.

**Physical Therapy:**

137. William Bandy, First and Second Terms, @ a gross salary of \$5,412.00 each term.
138. Kim Dunleavy, First and Second Terms, @ a gross salary of \$4,007.00 each term.
139. Stephen Hearn, First and Second Terms, @ a gross salary of \$3,960.00 each term.
140. Glenn Irion, First and Second Terms, @ a gross salary of \$3,813.00 each term.
141. Jean Irion, First and Second Terms, @ a gross salary of \$4,188.00 each term.
142. John Peck, First and Second Terms, @ a gross salary of \$4,882.00 each term.
143. Reta Zabel, First and Second Terms, @ a gross salary of \$4,133.00 each term.
144. Elisa Zuber, First and Second Terms, @ a gross salary of \$4,248.00 each term.

**Speech-Language Pathology:**

145. Margie Gilbertson, First Term, @ a gross salary of \$3,540.00.
146. Robert Logan, Second Term, @ a gross salary of \$4,337.00.
147. Kathy McDaniel, First Term, @ a gross salary of \$3,288.00 and Second Term @ a gross salary of \$1,644.00.

148. Susan Moss-Logan, First Term, @ a gross salary of \$2,356.00 and Second Term @ a gross salary of \$4,712.00.
149. James Thurman, First and Second Terms, @ a gross salary of \$2,822.00 each term.

## COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

### Biology:

150. Kenneth Freiley, First Term, @ a gross salary of \$4341.00.
151. Richard Collins, First Term, @ a gross salary of \$6,345.00.
152. Fred Dalske, First Term, @ a gross salary of \$5,784.00.
153. Michael Mathis, First Term, @ a gross salary of \$3,456.00.
154. Mike Moran, First Term, @ a gross salary of \$4,800.00.
155. Wilbur Owen, Second Term, @ a gross salary of \$5,818.00.
156. Steven Runge, Second Term, @ a gross salary of \$3,651.00.
157. Derald Smith, Second Term, @ a gross salary of \$5,892.00.
158. Jimmy Throneberry, First Term, @ a gross salary of \$6,399.00.

### Chemistry:

159. Patrick Desrochers, Second Term, @ a gross salary of \$3,576.00.
160. Jeffery Draves, First Term, @ a gross salary of \$3,720.00.
161. Patricia Draves, First Term, @ a gross salary of \$3720.00.
162. Paul Krause, First and Second Terms, @ a gross salary of \$5,878.00 each term.

163. Jerry Manion, First Term, @ a gross salary of \$3,440.00 and Second Term @ a gross salary of \$6,880.00.
164. George Paul, First Term, @ a gross salary of \$2,801.00 and Second Term @ a gross salary of \$5,603.00.
165. Karen Weaver, First Term, @ a gross salary of \$3,948.00 and Second Term @ a gross salary of \$1,974.00.

Mathematics and Computer Science:

166. Donald Adlong, First and Second Terms, @ a gross salary of \$2,519.00 each term.
167. Fred Hickling, First Term, @ a gross salary of \$2,070.00.
168. Frank Hudson, First Term, @ a gross salary of \$6,594.00.
169. Lawrence Huff, First Term, @ a gross salary of \$5,904.00.
170. Darrell Kilman, First Term, @ a gross salary of \$7,215.00.
171. Tom McAnally, Second Term, @ a gross salary of \$3,892.00.
172. Jimmie McKim, First Term, @ a gross salary of \$5,160.00.
173. David Moon, Second Term. @ a gross salary of \$7,291.00.
174. Carolyn Pinchback, Second Term, @ a gross salary of \$4,549.00.
175. Robyn Serven, Second Term, @ a gross salary of \$4,503.00.
176. Damber S. Tomer, First Term, @ a gross salary of \$5,089.00.
177. Ming-fang Wang, Second Term, @ a gross salary of \$5,680.00.
178. Xiaoshen Wang, First and Second Terms, @ a gross salary of \$2,028.00 each term.

**Physics:**

179. Stephen Addison, Second Term, @ a gross salary of \$5,033.00.
180. Hudson Eldridge, Second Term, @ a gross salary of \$4,334.00.
181. Jack Gaiser, First and Second Terms, @ a gross salary of \$4,137.00 each term.
182. Rahul Mehta, First Term, @ a gross salary of \$4,347.00.
183. Harold Pray, First Term, @ a gross salary of \$6,471.00.
184. Heather Woolverton, First and Second Terms, @ a gross salary of \$3,976.00 each term.

**Honors College**

185. Richard I. Scott, First Term, @ a gross salary of \$4,633.68.

**Ozark Institute**

186. David Peterson, First and Second Terms @ a gross salary of \$2,842.00 each term.

**ACADEMIC ADVISING**

187. Gilbert Baker, First and Second Terms, @ a gross salary of \$4,142.00 each term.
188. Donald Jones, First and Second Terms, @ a gross salary of \$5,150.00 each term.
189. Norma Tio, First Term, @ a gross salary of \$2,615.00.

**TRANSITIONAL STUDIES**

190. Patricia R. Price, First and Second Terms, @ a gross salary of \$698.31 each term.
191. Michael Seger, First and Second Terms, @ a gross salary of \$634.50 each term.
192. Jo Karen Smith, First and Second Terms, @ a gross salary of \$673.59 each term.
193. Ellen Stengel, First and Second Terms, @ a gross salary of \$1,305.36 each term.



**RESEARCH**

194. Kathleen Bondy, July 1 through August 15, 1994, @ a gross salary of \$2,940.00.
195. Patrick Desrochers, May 15 through June 30, 1994 @ a gross salary of \$1,788.00.
196. R. Cameron Dorey, May 15 through June 30, 1994, @ a gross salary of \$2,186.28.
197. Jeffrey Draves, July 1 through August 15, 1994, @ a gross salary of \$1,860.00.
198. Donna Foss, May 15 through June 30, 1994 @ a gross salary of 2,291.88.
199. Jonathan Glenn, May 15 through June 30, 1994, @ a gross salary of \$1,881.24.
200. Jerald M. Manion, May 15 through June 30, 1994, @ a gross salary of \$3,440.28.
201. Lani Lee Malysa, July 1 through August 15, 1994, @ a gross salary of \$1,903.08.
202. Mike Moran, July 1 through August 15, 1994, @ a gross salary of \$2,400.00.
203. Dwight Pierce, May 15 through June 30, 1994, @ a gross salary of \$2,166.48.
204. Steven Runge, May 15 through June 30, 1994, @ a gross salary of \$1,825.44.
205. Randall Pouwels, May 15 through June 30, 1994, @ a gross salary of \$2,246.34.
206. Miriam C. Meijer, July 1 through August 15, 1994, @ a gross salary of \$1,830.00.

**RESEARCH (College of Business Administration)**

207. Joe Cangelosi, June 1 through June 30, 1994, @ a gross salary of \$2,500.00.
208. Rebecca Gatlin, June 1 through June 30, 1994, @ a gross salary of \$1,750.00.
209. Paula Ladd, June 1 through June 30, 1994, @ a gross salary of \$2,500.00.
210. John Malley, June 1 through June 30, 1994, @ a gross salary of \$2,500.00.
211. Scott Markham, June 1 through June 30, 1994, @ a gross salary of \$2,500.00.

212. Herff Moore, June 1 through June 30, 1994, @ a gross salary of \$1,750.00.
213. James Packer, June 1 through June 30, 1994, @ a gross salary of \$2,500.00.
214. William Seyfried, June 1 through June 30, 1994, @ a gross salary of \$2,500.00.
215. James C. Weller, June 1 through June 30, 1994, @ a gross salary of \$2,500.00.

#### GRANT PROJECT

216. David Dussourd, May 20 through August 18, 1994, @ a gross salary of \$11,553.00.

#### ADDENDUM

##### Adjustments:

1. Claudia Beach, Speech/Theatre/Journalism, change summer appointment second term @ a gross salary of \$3,730.00 to a gross salary of \$3,720.00.
2. Karen Fraser, Applied Academic Technologies, change summer appointment first term @ a gross salary of \$3,840.00 to a gross salary of \$1,920.00.
3. Don Bradley III, Small Business Advancement National Center, change summer appointment first and second terms @ a gross salary of \$3,501.00 each term to first term @ a gross salary of \$7,002.00 and second term @ a gross salary of \$3,501.00.
4. Fred Hickling, Mathematics and Computer Science, change summer appointment first term @ a gross salary of \$2,070.00 to second term @ a gross salary of \$2,070.00.
5. Robyn Serven, Mathematics and Computer Science, change summer appointment second term @ a gross salary of \$4,503.00 to first term @ a gross salary of \$4,503.00.
6. Xiaoshen Wang, Mathematics and Computer Science, change summer appointment first and second terms, at a gross salary of \$2,028.00 each term to second term @ a gross salary of \$2,028.00.
7. Kenneth Freiley, Biology, change summer appointment first term @ a gross salary of \$4,341.00 to a gross salary of \$1,041.84.

8. Kenneth Freiley, Associate Professor, Biology, appointment with tenure, effective August 17, 1994 to May 17, 1995, change gross salary from \$36,899.00 to a gross salary of \$37,440.00.
9. Stephen Addison, Associate Professor, Physics, appointment with tenure, effective August 17, 1994 to May 17, 1995, change gross salary from \$39,450.00 to a gross salary of \$39,863.00.
10. Carl Redden, change from Professor, Department of Geography/Political Science/Sociology, appointment with tenure, effective August 17, 1994 to May 17, 1995, @ a gross salary of \$53,330.00 to Interim Chairperson/Professor, Department of Geography/Political Science/Sociology, appointment with tenure, effective July 1, 1994 to July 1, 1995 @ a gross salary of \$66,661.00.

Reappointment:

1. Billy F. Miller, Acting Academic Dean, Continuing Education, Non-Faculty Appointment, @ a gross salary of \$4,310.91 per month, effective July 1, 1994 until position is filled.

Resignations:

1. Kimberly Thomas, Admissions, April 1, 1994.
2. Dana Sanderson, International Programs, May 2, 1994.

Mr. Malone moved "that the Board allow five minutes for attorney Jerome Green to provide a statement to the Board regarding the James Armstrong matter under circumstances where no response by Board members is solicited nor required and with the proviso that the committee named earlier to be headed up by Pat Aydelott as a Board member be allowed to look into and consider ways - appropriate ways - to address in the future the manner and appropriateness of personnel and other matters coming before the Board of Trustees." The motion was seconded by Mr. Aydelott. Mr. Malone and Mr. Aydelott voted yes; Mr. White, Mr. Harding, Mrs. Goode, and Mr. Womack voted no; Dr. Chakales abstained. The motion failed.

Mrs. Goode moved "that we accept the recommendation by Dr. Thompson concerning Mr. Armstrong." The motion was seconded by Mr. White. Mrs. Goode, Mr. White, Mr. Womack, and Mr. Harding voted yes; Mr. Malone and Mr. Aydelott voted no; Dr. Chakales abstained. The motion passed.

Mr. White: "Dr. Thompson, I'd like to make a brief statement. I'd like to publicly say that I certainly appreciate what you have done for this university over the past several years and both as a - coming from a resident of this community, and a member of the Board. I know you've worked long and hard for the university and you have been the subject of some recent controversy. I would hope that during the coming year that we can find some common ground where we can establish a better relationship with our faculty and our students. And, I am confident that with your abilities we'll continue to make the progress that we've made in the past several years. Having said that, Mr. Chairman, I want to make a motion that we continue the present two-year employment contract for Dr. Win Thompson under the same terms and conditions." The motion was seconded by Mr. Malone. Mr. White, Mr. Malone, Mr. Aydelott, and Mr. Harding voted yes; Mrs. Goode, Mr. Womack, and Dr. Chakales voted no. The motion passed.

Mr. Womack acknowledged Ms. Pat Gray from the State Board of Higher Education.

### NEW BUSINESS

Operating Budget for 1994-95 - The proposed operating budget for fiscal 1994-95 totals \$57,351,561 as compared with \$54,225,698 in fiscal year 1993-94, an increase of \$3,125,863 or 5.7%.

#### **Revenues**

Growth in revenues comes primarily from increases in student fees and state general revenues.

State general revenues are budgeted at \$28,222,792 which is an increase of \$682,632 or 2.5% over 1993-94. These revenues are based on the assumption that we will receive 100% of the allotment A, 77.3% of allotment B-1 and \$2,568,477 from the Educational Excellence Trust Fund which is an increase in this category of \$93,679 over the amount budgeted in the previous fiscal year. The remaining \$588,953, which is the 77.3% of allotment B-1, was not anticipated in the budget material presented at the March 18, 1994 meeting. Notification of this estimate was received on March 30, 1994 from the

Department of Higher Education and is labeled as an "unofficial revenue estimate" with a statement that an "official" notification will be received from the Department of Finance and Administration regarding the revenue forecast for 1994-95 as soon as it is released--probably in late April.

The \$1,815,715 increase in student fees results from the general registration and other special fees approved at the March 1994 board meeting less fee reductions resulting from an expected reduction of 150 full-time equivalent students.

Housing and food service revenues are expected to increase proportionally to the room and board charges approved at the March board meeting. The increase in student center and recreational facilities income is attributable to the new facilities fees approved in March of 1993 and to be collected in the fall of 1994.

The increase in parking facilities income is a result of the cost of parking decals approved at the last board meeting. The loss of revenues in the bookstore of \$590,600 represents an anticipated reduction in the sale of books and supplies which reflects the opening of a private college bookstore located on Farris Road.

### **Expenditures**

The proposed budgeted expenditures will provide a 2.5% increase in classified salaries at the employee's anniversary date, a 2% increase in teaching and other non-classified salaries, a 2.5% increase in the maintenance and operating budgets of each of the departments, maintenance and operation costs for additional square footage contained in Laney Hall and the Art Gallery, an increase in the amount of individual scholarship awards to the extent that fees were raised plus a reserve for the retention of ACT scholarships of approximately \$475,000, and other items described at the March 18, 1994 UCA Board of Trustees meeting.

Dr. Thompson distributed copies of and discussed information concerning allocation of educational and general resources.

The following resolution was adopted upon motion by Mr. Aydelott which was seconded by Mr. Harding, with a negative vote from Mr. Malone. Mr. Malone stated "the reason for the negative vote is to be consistent with my vote at the last Board meeting wherein I encouraged the Board to be pro-active as we enter into preparations for the next budget year in terms of looking for creative solutions to insure all of the constituencies which make up the university community that the Board is being proper stewards of the public funds by looking at university

priorities in assessing those expenditures which go to make up the \$57+ million operating budget to determine whether or not there are expenditures currently being made which are not as high in priority as other university needs thereby freeing up funds which could be available for faculty raises without either the need to seek an increase in tuition or the need to seek as large an increase in tuition."

**"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE 1994-95 OPERATING BUDGET TALLING \$57,351,561 AS DISTRIBUTED AND DISCUSSED."**

President Thompson informed the Board that information concerning equity funding was received today from the Department of Higher Education. The preliminary recommendation for UCA for the first year of the next biennium is \$2,572,948. President Thompson stated that he has been very pleased with the way the Department of Higher Education has worked on the issue and is very pleased with the results thus far. He further stated that he hopes, if DHE follows through the complete funding process, that UCA will be more equitably funded in the next biennium.

Installation of Make-up Air Unit in Minton Hall - For several years, we have experienced significant humidity problems in Minton Hall, causing condensation leaks from pipes and airhandling units. An engineer, Bill Lowery, was hired to analyze the problem and make a recommendation for correcting it. Mr. Lowery has determined that Minton Hall lacks an appropriate make-up air and dehumidification system and recommends one be installed. He estimates the cost for purchase and installation of the make-up air unit to be no more than \$100,000.

The following resolution was adopted upon motion by Mr. Harding, with a second by Mr. White:

**"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO INSTALL A MAKE-UP AIR UNIT IN MINTON HALL TO BE FUNDED FROM ACCUMULATED HOUSING RESERVES."**

Acquisition of Promotional Items - Act 823 of 1993 requires that expenses from maintenance and operation funds expended for "promotional" items be approved by the Board of Trustees and then submitted to the Chief Fiscal Officer of the State for processing. The Act further requires the establishment of a special appropriation line item to be used only for the acquisition of those promotional items.

A definition of promotional items has been received from the Director of State Purchasing. Based on this definition and a review of similar UCA purchases in the past, we estimate that approximately \$28,000 will be expended in fiscal year 1994-95 for promotional items. Purchases include items such as t-shirts for intramural activities, shirts and other materials for the student orientation staff, and other orientation activities, sweaters and ties for the Ambassador Program, and ink pens used in recruiting students.

It also includes t-shirts, plaques, trophies and other promotional items for the various educational programs conducted by Continuing Education, such as Band Camp, Girls and Boys Basketball Camps, Foster Grandparents, Science leadership, etc. A substantial portion of these items will be paid from fees which are collected by Continuing Education on the programs they sponsor.

The following resolution was adopted upon motion by Mr. White which was seconded by Mrs. Goode, with a negative vote from Mr. Aydelott:

**"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES A MAXIMUM EXPENDITURE OF \$28,000 FOR PROMOTIONAL ITEMS IN FISCAL YEAR 1994-95."**

Land for Parking and Student Residential Housing - Recent and proposed additions to facilities on the UCA campus dictate an immediate need for additional parking on the east side of the UCA campus. The recent completion of the Irby Academic Complex has exacerbated a pre-existing parking problem in this area of the campus. In addition, UCA and AETN are cooperating in the addition of an approximately 70,000 square foot building directly behind the existing AETN building.

The 100-space parking lot that UCA recently added on the Baldrige property is already packed at peak periods. Therefore, there is a pressing need to acquire additional space for parking.

Over the long term, UCA will need additional land for residential student housing on the edge of campus. Such land will be necessary as additional fraternities and sororities move off campus, and as the demand for married student housing at UCA increases.

The University has identified suitable land across Donaghey Avenue from the campus, adjacent to the Williams property discussed at the last meeting. The legal description is Lots 6-10, and Lots 17-20, Block 1, College Oaks Addition. The property is the southern half of the block bounded by Donaghey Avenue, and Robins, Elizabeth (closed) and Torreyson Streets. The

university proposes to purchase this land to fulfill the immediate need for additional parking near this high-density area on the east side of the campus. Over the long term, the property may be utilized to provide additional residential student housing.

The university is attempting to negotiate with the owner, Harold Comstock, concerning the purchase of the property. The university is hopeful that negotiations will be successful.

The following resolution was adopted upon motion by Mr. Harding which was seconded by Mrs. Goode, with Mr. White abstaining "for reasons that I have previously stated at other Board meetings":

**"BE IT RESOLVED: THAT THE ACQUISITION OF THE BELOW-DESCRIBED LANDS, OWNED BY HAROLD COMSTOCK, IS NECESSARY FOR THE USE AND BENEFIT OF UCA. THE LANDS ARE NECESSARY TO PROVIDE PARKING SPACE ON THE EAST SIDE OF THE CAMPUS. OVER THE LONG TERM, THE LAND MAY BE UTILIZED TO PROVIDE ADDITIONAL RESIDENTIAL STUDENT HOUSING.**

**THE LEGAL DESCRIPTION OF THE LANDS IS AS FOLLOWS:**

**LOTS 6-10, BLOCK 1, COLLEGE OAKS ADDITION  
LOTS 17-20, BLOCK 1, COLLEGE OAKS ADDITION**

**THE PRESIDENT OF THE UNIVERSITY IS HEREBY DIRECTED TO EXERCISE EVERY REASONABLE EFFORT TO OBTAIN THE PROPERTY AT A REASONABLE PRICE BY NEGOTIATION. IF THE PRESIDENT IS UNABLE TO NEGOTIATE A REASONABLE PRICE, HE SHALL BE AUTHORIZED TO INSTITUTE A LAWSUIT FOR THE CONDEMNATION OF SAID LANDS THROUGH THE POWER OF EMINENT DOMAIN."**

Mrs. Goode informed the Board that she recently received a call from Margie Brown Jones who has property in the university area which she would like to sell. Mrs. Goode suggested that the university look into the possibility of purchasing the property. President Thompson stated that Ms. Jones will be contacted.



Mr. Womack had to leave the meeting at this point and requested Mr. White to chair the remainder of the meeting.

President Thompson reminded Board members that commencement will be held Saturday, May 14, at 10:30 a.m. in the Farris Center followed by a luncheon at the President's House. President Thompson requested Board members to arrive at the Farris Center by 10:15.

Faculty Handbook (Faculty Responsibilities & University Standing Councils and Committees) - The current Faculty Handbook has been in effect since 1983. After extensive discussions, faculty representatives and the administration now propose a revision of the handbook to the Board of Trustees. The attached sections cover Faculty Responsibilities and University Standing Councils and Committees. These sections have been recommended favorably by all appropriate committees, councils, and administrators. Other sections will be brought to the Board as the reviews by faculty and the administration are completed.

The following resolution was adopted upon motion by Mr. Aydelott which was seconded by Dr. Chakales with a negative vote from Mr. Malone. Mr. Malone stated "I vote no for two reasons: number one is there are various items I voted against in the past as they came before us individually so to be consistent with those votes; secondly, it's my concern - I guess I'll just express it as a concern to the Board - that I understand that this has gone through the appropriate councils and committees, but as it come to me - I received it on or about the 26th of April - and just physically haven't had time to go through these sections to satisfy myself whether I had any additional concerns and so my concern is that there ought to be a procedure or policy where matters of policy change be on at least two agendas; one for purposes of presentation and perhaps discussion, and secondly, at the second meeting for action by the Board. So, my concern is that we don't have a procedure where there is sufficient lag time between presentation of a policy and action on that policy by the Board of Trustees."

**"BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES HEREBY ADOPTS THE ATTACHED SECTIONS OF THE FACULTY HANDBOOK, PROVIDED, HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE."**

## FACULTY RESPONSIBILITIES

### I. Classroom Policies

#### A. Attendance

Although the University of Central Arkansas does not have a uniform attendance policy, students are expected to attend all class meetings. Should an instructor have a specific policy regarding attendance, it should be included in the course syllabus and announced to the class at the beginning of each term.

Faculty will report to the Office of Student Affairs those students who frequently miss class. Those students will then be notified by Student Affairs that continued absence may result in a "WF" grade for the course.

Students who are absent due to illness or other legitimate excuses should be advised to contact the Office of Student Affairs or the appropriate instructor(s) and explain the situation. Student Affairs will then contact the student's instructors regarding the absences when appropriate.

Class absences due to a student's participation in athletics, club activities, or activities of another course should be cleared with all affected instructors. Coaches, advisors or instructors who supervise such activities are required to file a list of participants with the Vice President for Academic Affairs prior to the event.

Any classroom absence, for whatever reason, is never an excuse for not completing all work in the course.

#### B. Evaluation

Formal evaluation is an integral part of the assessment of a student's progress. Instructors are expected to include in the course syllabus a thorough explanation of evaluation policies. These policies should also be announced at the beginning of the term.

The frequency and make-up of assignments and examinations are at the discretion of the instructor. However, certain general practices should be followed:

1. Instructors should provide students with a number of opportunities to be evaluated during the term.
2. Evaluation materials should be modified and updated from term to term.
3. Students should be given an opportunity to review assignments and examinations after grading.
4. Make-up examinations and assignments are required only for valid absences. Students who miss examinations and assignments without valid excuses should receive a failing grade for that evaluation.
5. Every effort should be made to ensure that mid-term grades reflect a student's standing and progress in the course.
6. The final examination period is a part of the regular semester or term. The Office of the Vice President for Academic Affairs publishes a schedule for final examinations. Final examinations for summer terms are administered during the last class meeting. Any changes must have approval of the department chair and a record of the change will be reported to the college dean.
7. A student who misses a final examination and has a valid excuse may be given a grade of "X."

### C. Grading and Changes of Grades

Instructors should explain to their students how the final course grade will be determined at the beginning of each term. In addition, instructors should continually review grading procedures and grade distribution so as to maintain academic integrity. Departmental chairs, college deans, and the Vice President for Academic Affairs participate in this type of review for the university.

Final course grades will be submitted to the Registrar on approved grade reporting forms. After a final grade has been reported to the Registrar's Office, it may not be changed except with the written request of the instructor and the approval of the department chair and college dean or in the case of a successful grade appeal pursuant to the procedures set out in the Student Handbook.

Faculty members are expected to keep complete and accurate records of student evaluations in grade books provided by the Office of the Vice President for Academic Affairs. These records remain the property of the university and are to be turned over to the appropriate department chair at the time of a faculty member's separation from the university.

**D. Academic Dishonesty and Classroom Misconduct**

The university regards all acts of dishonesty in classwork, on examinations and papers as deserving severe punishment. Failure for the work, course and/or dismissal from the university may be applied in appropriate cases.

Instructors should inform students of the penalties for academic dishonesty and classroom misconduct at the beginning of each term. Time should be allotted for a discussion of plagiarism. The student has a right of appeal pursuant to the procedure set out in the Student Handbook.

**II. Faculty Reports and Evaluations**

The following are required of all faculty members:

**A. Faculty Activity Schedule**

An activity schedule listing a class schedule and office hours is to be completed at the beginning of each term and provided to the appropriate administrator, with copies for the dean and Vice President for Academic Affairs.

**B. Faculty Annual Report**

At the beginning of each calendar year every faculty member will submit to the department chair a yearly report summarizing professional accomplishments for the past calendar year. These achievements should be directly related to the criteria established for promotion and tenure.

A faculty member's annual report should be consistent with plan and objectives for a particular calendar year. These goals were established in conjunction with and approved by the department chair and college dean the previous year.

At critical deadlines during the year, department chairs will meet to discuss the progress a faculty member is making toward projected goals. Conferences of this type will be an integral part of the process to determine retention, promotions, and salary increments.

The department chair will integrate the plans of individual faculty members into the plans for the department and will use the Faculty Annual Reports to assess the department's achievements.

Department chairs will submit an annual report to the college dean by June 15. This report will be used by the college dean in formulating a similar report for the college.

The college reports provide the bases for the Vice President for Academic Affairs' report to the president. This report focuses on concerns and recommendations that will strengthen the effectiveness of the university.

#### **C. Faculty Planning Form**

A planning form, detailing a faculty member's plans for the calendar year, is approved by the department chair and the college dean.

#### **D. Student Evaluations**

All faculty are the subject of student evaluations at least once a year.

### **III. Absences From Work**

Faculty members who find it necessary to be absent from duty as the result of illness or for other sufficient reason are expected to notify the department chair as soon as possible. When possible, advance notification of forthcoming absences is expected. A faculty member who must be absent from class for any reason is responsible for arranging appropriate alternative activities for class instruction.

### **IV. Teaching Assignments**

A normal undergraduate teaching load for a full-time faculty member without administrative duties is twelve (12) credit hours per semester. Six (6) credit hours is a

normal teaching assignment during a five-week summer term. Adjustments in load may be made on the basis of the following factors:

- A. Administrative duties
- B. Director of student co-curricular activities
- C. Reassigned time for research and professional growth activities or special assigned duties
- D. Graduate teaching assignment

**V. Scholarship, Research, and Professional Activity**

The University of Central Arkansas believes that every faculty member, probationary or tenured, and every librarian has an inherent responsibility to engage in those scholarship and professional growth activities that result in a more effective and higher quality service to the university. The university accommodates these expectations by providing professional travel funds, underwriting research efforts, providing reassigned time for scholarship, research, and professional growth activities, and providing for uncompensated leaves of absence and sabbatical leaves with compensation. Such activities may include formal study toward a terminal degree, research, scholarship, or creative activities, or involvement in professional associations.

**A. Professional Travel**

Academic departments and the library have annual budgets for departmental travel. At the beginning of each academic year, decisions at the departmental level will determine how this money may best be used by identifying state, regional, and national professional meetings at which the university and the department should be represented.

**B. Faculty Research Fund**

Each year the university allocates a sum of money for the purpose of stimulating research by the faculty of the university and the librarians in their particular areas of academic, intellectual, and creative interest. Such grants provide support directly related to the faculty member's/librarian's scholarship. Categories eligible for support include, but are not limited to, supplies, materials, travel,

publications, and equipment. Individuals considering seeking funds from sources other than the University of Central Arkansas should list, by name, those possible funding sources.

Faculty research grants are awarded for a twelve-month period with the starting date determined by the faculty member and approved by the Graduate Dean and Director of Sponsored Programs.

Faculty research fund grants will not be made to faculty/librarians for the purpose of completing research toward a degree. Research funds will not be provided for activities or equipment intended for curriculum development or teaching activities, nor will funding be provided for research initiated by a student or for which a student is primarily responsible or for which a student will receive course credit.

**C. Faculty Reassigned Time**

Full-time faculty members are eligible to apply for reassigned time from teaching duties to conduct research or to engage in other professional growth activities. Requests will be submitted to the department chair. The request should include a summary of the activities to be pursued during the period of reassigned time. The chair will forward recommended requests to the college dean along with a precise summary of the arrangements for reassigned time. The college dean will forward requests with the dean's recommendation to the Vice President for Academic Affairs. Those approved will be notified by the Office of the vice president. A progress report will be submitted by the faculty member to the Assistant to the Vice President for Academic Affairs at the expiration of the term during which reassigned time occurred.

**D. Sabbatical Leave Program**

The university supports a Sabbatical Leave Program that is available to faculty members who have at least six (6) years service with the university and are tenured. Leaves will be for one (1) semester at full stipend, or one (1) academic year at half stipend. In the case of faculty members on twelve-month appointments, a summer leave may be granted at full stipend. The number of fellowships available will be limited by the funds available. Additional leaves may be applied for after each six-year period of service.

A faculty member on sabbatical leave may participate in university affairs and retains the right to vote, except in those cases where the faculty member would be participating or voting in a representative capacity. A faculty member on leave may vote *in absentia*. Absentee votes must be received in writing by the appropriate official prior to the day of the scheduled vote. It will not be the responsibility of the university to inform faculty on leave of pending university business.

Applications for sabbatical leave awards are available in the Office of the Vice President for Academic Affairs. Completed applications are reviewed by the University Sabbatical Leave Review Committee, and recommendations are made to the Vice President for Academic Affairs. The vice president will review the recommendations of the committee and make recommendations to the president. The president shall submit those to be recommended to the board. Each applicant approved shall be given written notification by the president indicating the action of the board.

A faculty member going on leave with pay must sign an agreement to return to the university for one (1) academic year or repay the stipend received while on sabbatical leave.

#### **E. Leave Without Pay**

A leave of absence without pay may be granted to a faculty or staff member to pursue advanced study or to participate in a growth and development activity that is determined to be mutually beneficial. Not more than one (1) year may be granted at a time. Requests to extend the leave will be considered.

Requests for leave should be directed to the department chair. The request, with the chair's recommendation, will be forwarded through the college dean to the Vice President for Academic Affairs. All recommendations are then forwarded to the president for action by the Board of Trustees.

### **VI. Service to the University and Community**

The university is at once a community within itself and is part of a larger community. To function as a community, every faculty member must be willing to make contributions beyond teaching and scholarship. University academic policies and procedures should reflect the advice and counsel of faculty. The involvement of the faculty serving on



advisory bodies, councils and committees at every level of decision making is essential. The university requires and values this service of the faculty.

Departments will have standing committees to attend to the critical concerns of the department. Likewise, colleges have promotion, tenure, curriculum, and research committees. Every faculty member is encouraged to serve when asked and to make preferences known to department chairs, deans, and the Faculty Senate.

The university has a commitment to provide a comprehensive student learning environment. Many departments have developed student activities or sponsor cultural events. All university faculty members are encouraged to support those activities and events.

As a residential institution, the university has yet another commitment to provide a supporting environment for student development in non-classroom-related activities, such as special interest clubs, organizations, and student government. Faculty members have an inherent obligation to respond to these efforts by serving as advisors, sponsors, and chaperons. Additional information about these activities is available from the Office of Student Affairs.

There are other specific occasions that require faculty assistance. Recruitment, pre-enrollment and registration require the efforts of everyone. Commencement, the time when degrees are awarded upon the recommendation of the faculty, is a signal event for students and their families that warrants the participation of all faculty.

All faculty are required to assist university offices in the management of accurate student records. At the beginning of semesters, it is necessary to verify class rosters, noting students who do not appear and those who attend but are not listed. When students are absent excessively, drop and add classes, or withdraw, faculty members are expected to complete and forward appropriate forms.

Each faculty member is expected to attend all general faculty meetings as well as faculty meetings of the appropriate college and department.

The university, as part of a larger community, expects the faculty member to extend knowledge and expertise beyond the walls of the formal classroom. Such service should involve intellectual, academic, or professional abilities appropriate to and characteristic of a professional academician. The faculty member is encouraged to initiate, provide leadership for, and participate in workshops, seminars and non-credit courses as well as

serve as consultants. The efforts of the university in this area are organized through the Division of Continuing Education. Faculty members are urged to consult with the Continuing Education Office to facilitate planning and administrative details.

Faculty members considering these activities should consult the outside employment policy (page \_\_\_) and concurrent employment policy (page \_\_\_).

## VII. Academic Advising

The University of Central Arkansas is committed to the belief that students need personal guidance and counsel from faculty members on matters of academic and professional concern.

The department chair is responsible for assigning student advisees to faculty members. The student may request a change of advisor. Undeclared majors are assigned to advisors by the Office of Undergraduate Studies.

Faculty members are expected to meet with their advisees as frequently as necessary, especially during periods of pre-enrollment and mid-term grade report time when advice is critical.

Faculty are provided information about their advisees, including the ACT profile sheet and mid-term and final grade reports. Each advisor should keep an up-to-date program check sheet to facilitate course selection.

Students whose academic work is below a "C" are notified that their work is probationary in quality and are instructed to see their advisor.

Advice is not binding on the student. In no way does advising represent a legal arrangement. Faculty should provide accurate information and should be knowledgeable of university requirements. However, it is the obligation of the student to monitor progress toward a degree.

Faculty members should familiarize themselves with the services provided by the Counseling Center and the Career Planning and Placement Center and refer students to those offices if such services seem appropriate.

### VIII. Faculty Office Hours

Faculty members should observe regular and appropriate office hours and should post a schedule of such hours on their office doors.

In the event a faculty member cannot keep posted office hours because of illness, meetings, or off-campus professional activities, courtesy would suggest that a notice be posted so that students may determine the earliest available time for consultation.

It is especially important that office hours be maintained during critical times such as the pre-enrollment period and deadline dates for students to drop courses.

### IX. Release of Student Information

The Family Education Rights and Privacy Act (Buckley Amendment) passed by Congress on November 19, 1974, requires educational agencies or institutions to provide eligible students access to their educational records. It also requires that no personally identifiable information be revealed from a student's educational records to unauthorized third parties without the prior written consent of the student.

Additional information concerning the Buckley Amendment is available from the Office of the Vice President for Academic Affairs.

Some of the more important aspects of the Buckley Amendment for faculty members to consider are as follows:

- A. Students have the right to see their records except where the right has been waived or where the record contains confidential letters or recommendations placed there prior to January 1, 1975.
- B. Information should not be released from the student's records to persons other than the student; even parents do not have the right to see a student's records unless the student is under age 18.
- C. When returning any graded material to students, faculty members should be careful not to allow the grades to be seen by anyone other than the students receiving them.

- D. Faculty members should not post grades alongside students' names or social security numbers. If posting is to be done at all, some acceptable code which ensures privacy should be used.

#### **X. Outside Employment Policy**

The university emphasizes that full-time faculty are obligated to devote their working time and efforts primarily to university activities. However, the university acknowledges that its faculty's professional qualifications have great value in areas beyond their normal university assignments. Appropriate outside activity contributes to professional development, enhances opportunities for research, informs classroom instruction, and contributes to the public service mission of the university. The university thus encourages the participation of its faculty in consultation and other professionally related external employment that further these goals and do not delay, conflict or interfere with the instructional, scholarly, and/or other services expected by the university.

Prior to engaging in such activity, faculty must submit a written plan to the departmental chair citing the nature of the activity, the approximate schedule and amount of time involved, use of university resources, and source of funding. The level of compensation will be reported if employed by the state. If the faculty member receives compensation above regular university salary, the plan shall include a method for reimbursing the university for any use of its resources.

The plan will be forwarded by the chair with recommendations to the college dean, who will forward it with recommendations to the Vice President for Academic Affairs for approval of the conditions of employment. Faculty will provide a summary of such activity in their annual reports, including an approximation of the time spent on the project(s), any use of university resources, and if university resources are used and/or state funds are involved, the level of compensation if any.

#### **XI. Employment in Two State Positions By More Than One State Agency**

University employees may work concurrently for more than one state agency if the following conditions are met:

1. Both institution and/or agency directors approve the employment;
2. Employment in another state position does not interfere with the required performance of an employee's primary duties;

3. The combined salaries of both positions do not exceed the larger maximum annual salary of either position;
4. Authorization is granted by the Director of the Department of Finance and Administration as requested by the secondary employer. (The employee should not make direct contact with DF&A.)

NOTE: The Personnel Department coordinates all concurrent employment requests on the UCA campus.

CAUTION: Any person knowingly violating the provisions of this section shall be subject to immediate termination and shall be barred from employment by any agency or institution of the State of Arkansas for a period of not less than three (3) years or until such employee shall repay the State of Arkansas any sums received by such employee in violation of this section, together with interest at a rate of ten percent (10%) per annum.

## XII. Professional Services Contract Employment

Act 1221 of 1991 provides that nothing shall be construed to prohibit an institution of higher education from executing a contract with a state agency under which services will be performed by employees of an institution of higher education. An employee or employees of an institution of higher education performing such services to a state agency may receive additional compensation provided:

1. The institution of higher education requests and receives written approval from the chief fiscal officer of the state as to the amount of additional compensation to be paid to any employee; and
2. The total salary payments received from the employee's regular salaried position and amounts received for services performed under a professional services contract shall not exceed one hundred twenty-five percent (125%) of the maximum annual salary authorized by law for the employee's position with the institution of higher education. No Director or any other department head of any agency of this state shall receive additional compensation under this section.

### **XIII. Extra Income Statements**

Any full-time UCA employee who earns more than \$500 from a public agency over and above the regular salary during a calendar year must file an extra income statement with the President's Office by January 31 of each year. The filing of extra income statements is required by state law.

### **XIV. Resignation and Retirement**

If a faculty member plans to resign or retire, a letter of resignation or retirement addressed to the president should be submitted to the department chair, who will forward the letter to the college dean and the Vice President for Academic Affairs. The vice president will then forward the letter to the president with approval of the conditions of resignation or retirement. The faculty member should give notice of resignation or retirement at the earliest possible time.

## UNIVERSITY STANDING COUNCILS AND COMMITTEES

In addition to the university administrative structure, the Faculty Senate, the Staff Senate, the Student Government Association and university councils and committees play a significant role in the governance and management of the activities of the institution.

The administration, the Faculty Senate and Student Government Association may each appoint committees to address issues of special concern to those groups. In the case of administratively appointed committees, reports and recommendations are made to the administrator responsible for creating the committee and determining its function. Faculty Senate committees report to that body, which in turn may make recommendations to the President, the Vice President for Academic Affairs, other appropriate administrative officers, or to an appropriate university standing council or committee. Student Government Association committees report to the Student Government Association. Student Government Association recommendations are made to the President or the Vice President for Student Affairs.

University standing councils and committees and their purposes are determined jointly by the president and the faculty. These groups provide advice and counsel, serve as appellate panels, and propose policies and procedures that affect the entire university. Standing councils and committees report to the appropriate administrator. Appointment of faculty members to these groups is made by the Faculty Senate acting as the Committee on Committees, unless their selection process is specified.

Acting as the Committee on Committees, the Faculty Senate:

1. Makes a continuous study of all standing committees except the President's Administrative Council and the Council of Deans and recommends that committees be restructured, combined, eliminated, or created as changing conditions of the university may dictate, with the approval of the President of the University.
2. Appoints, subject to the approval of the President of the University or the president's representative, faculty members of all university committees unless the selection process is specified. Membership to any committee will include one or more individuals from offices or departments that deal directly with the area of concern of that committee. Consent of all appointees will be required before the appointment is official.

3. Studies the distribution of committee memberships and makes any changes it deems advisable.
4. Publishes a complete list of committees and memberships for distribution to the faculty and administrative offices each fall.

## **I. Reporting to the President**

### **A. Council of Vice Presidents**

1. **Membership:** The council membership consists of the five (5) vice presidents, the Executive Assistant to the President, Assistant to the President, the University Counsel, Director of International Programs, and the President. Others may be included at the discretion of the President.
2. **Responsibilities:** The council provides an opportunity for each member to share concerns about problems and issues and aid in the development of appropriate responses that are consistent with university policy and practice.
3. **Meetings:** The council meets weekly and on call by the president.
4. **Reports to:** President

### **B. Administrative Council**

1. **Membership:** The Administrative Council consists of the president, who serves as chair, the five (5) vice presidents, the college deans, the Dean of the Graduate School, the Dean of Undergraduate Studies, the Dean of the Library, the Dean of Continuing Education, the Dean of Students, the Executive Assistant to the President, the Assistant to the President, the University Counsel, the Athletic Director, and the Director of International Programs. Others may be included at the discretion of the President.
2. **Responsibilities:** The meetings provide a forum for discussing topics that have general university-wide implications. They further provide an opportunity for the membership to introduce and discuss matters of general interest.



3. Meetings: The Administrative Council meets monthly.
4. Reports to: President

**C. Budget Advisory Committee**

1. Charge:
  - a. The budget of the university has all expenses divided into some ten (10) to fifteen (15) categories. It is the job of the BAC to recommend to the president a distribution for each of these categories with the exception of self-funded categories. The recommendation will represent what the BAC feels the distribution should be, reflecting current conditions and new dollars available.
  - b. How the resources assigned to each budget category can best be utilized must be the responsibility of the administrator(s) responsible for that area. The BAC may, however, make to the president a second and completely separate list of recommendations regarding concerns within one or more categories.
  - c. The Budget Advisory Committee may undertake studies and gather information necessary to the accomplishment of the above charge.
2. Membership: The Budget Advisory Committee will have the following voting members:
  - a. The Presidents of the Faculty Senate and Staff Senate
  - b. One (1) faculty representative from each college selected by the Faculty Senate
  - c. Two (2) representatives from the Division of Student Affairs, each selected by the president from at least three (3) nominees from the Vice President for Student Affairs.
  - d. One (1) member of the Council of Deans selected by the Vice President for Academic Affairs

- e. The Director of the Physical Plant
- f. The Director of Athletic Administration

Members shall serve two-year terms except in categories a., e., and f. The term of two (2) college representatives will expire each year, and one (1) of the student affairs representatives will be replaced each year. Members may not succeed themselves, unless they move from one category to another, e.g., from faculty to the President of the Faculty Senate.

The Vice President for Financial Affairs serves as chair and will vote only in case of a tie. Observer, non-voting members will include the Presidents-elect of the Faculty Senate and Staff Senate. The Controller, the Director of Institutional Research, the Budget Specialist and a secretary from the Division of Financial Affairs serve as committee staff.

- 3. Meetings: On call mainly from November through February
- 4. Reports to: President

#### D. Fringe Benefits Advisory Committee

- 1. Charge:
  - a. To recommend benefits provided to UCA employees and to assess employee needs.
  - b. To recommend to the Budget Advisory Committee by priority the fringe benefits to include in the next year's budget.
  - c. To encourage educational and informational programs designed to promote the best use of fringe benefits by UCA employees.
- 2. Membership: Consists of five (5) faculty and five (5) staff serving rotating four-year terms. The Vice President for Administration and Director of Personnel are *ex officio* members. Faculty members are selected by the Faculty Senate. Staff members are selected by the Staff Senate. Chair is appointed by the President.

3. Meetings: On call
4. Reports to: President

**E. Athletic Committee**

1. Charge: The committee serves as a liaison among the Athletic Department and academic faculty and the administration and concerns itself with policies governing the athletic program and ensuring a desirable balance between the athletic program and the academic programs at the university. The committee shall review aspects of the athletic program such as schedules, budget allocations, Title IX compliance, and academic progress of athletes. The committee recommends policies concerning the university athletic program as well as those of the conference.
2. Membership: The faculty athletics representative, the Vice President for Finance, the Athletic Director, the Senior Women's Athletic Administrator, and ten (10) members of the faculty appointed by the Faculty Senate for four-year rotating terms. The Registrar is an *ex officio* member. The chair is the faculty athletics representative. The secretary is elected by the committee.
3. Meetings: On call
4. Reports to: President

**F. Retention Committee**

1. Charge: To serve as an advisory group to the president regarding retention issues. More specifically, the committee is charged with researching retention issues nationally and on campus, informing the president of key issues, and making recommendations regarding possible response options to the issues.
2. Membership: Six (6) faculty members appointed by the Faculty Senate for rotating four-year terms; Director of Affirmative Action; Director of Institutional Research; Director of Counseling Center; one (1) representative from the Office of Admissions; and one (1) representative

from Student Affairs selected by the President. Committee chair is appointed by the president from the Faculty Senate appointments.

3. Meetings: On call
4. Reports to: President

**G. Faculty Grievance Council**

1. Charge: The council shall hear and review all grievances from faculty that do not arise within the context of academic freedom, promotion and tenure or termination or non-reappointment.
2. Procedure: The operating procedures of the council shall be consistent with the procedures written in the division on "Faculty Policies, Procedures, and Guidelines," under section I. Academic Freedom, 1-12.
3. Membership: Five (5) faculty members appointed by the Faculty Senate for alternating four-year terms, a committee chair appointed by the President of the University, and one (1) person appointed by the grievant.

For grievances involving race, age, sex, or condition of disability discrimination, the Director of Affirmative Action will sit on the council as a non-voting *ex officio* member.

4. Meetings: On call
5. Reports to: President

**H. Sexual Harassment Complaint Committee**

1. Charge: To serve as a grievance committee according to the procedures outlined in the *University of Central Arkansas Sexual Harassment Policy*.
2. Procedure: The operating procedures of the council shall be consistent with the following:

Employees of the university who believe they have been subjected to sexual harassment, as defined in the policy, are encouraged to use the following procedures to resolve their complaint:

#### INFORMAL RESOLUTION

- a. Employees who believe they have been subjected to sexual harassment should report the incident promptly, or in any case within thirty (30) calendar days, to their immediate supervisor or to a departmental supervisor higher up in the chain of command. The person to whom the complaint is made shall promptly commence an informal resolution of the complaint either personally, or by appointing a person sensitive to resolution of sexual harassment complaints to assist in an informal resolution of the complaint.
- b. If an informal resolution of the matter, satisfactory to both the complainant and the respondent is reached, it shall be considered closed and both the complainant and respondent so advised by the appropriate vice president or academic dean. If a mutually satisfactory resolution of the complaint has not been reached within ten (10) calendar days from the date of the complaint, the complainant may initiate formal complaint procedures.
- c. Strict confidentiality must be maintained by all parties throughout the informal resolution process.

#### FORMAL RESOLUTION

- a. If the sexual harassment complaint has not been resolved through informal procedures and the complainant wishes to pursue the matter further, the complainant must file a written complaint. Such complaint must be filed in writing, within twenty (20) calendar days of the termination of informal procedures with the University Affirmative Action Officer. The complainant shall be entitled to have, at the complainant's own expense, a representative to assist in

preparing the formal complaint who may, or may not be an attorney.

- b. The Affirmation Action Officer will notify the respondent of the sexual harassment complaint, will provide the respondent with a copy of the written formal complaint, and will advise the respondent about the procedures for a formal investigation and hearing. The respondent will be given seven (7) calendar days to respond in writing to the complaint.
- c. Within ten (10) calendar days of receiving the written complaint of sexual harassment, the Affirmative Action Officer shall refer the complaint and the respondent's response, if any, to the Sexual Harassment Complaint Committee.
- d. Within seven (7) calendar days of the committee's receipt of the complaint, and prior to commencement of formal procedures, the Sexual Harassment Complaint Committee will meet separately with the complainant and the respondent. The purpose of this preliminary meeting is to inform the committee about the case, to ensure that the complainant and respondent are fully aware of their procedural rights, and to decide upon the nature of any investigation. No testimony or evidence will be presented at the preliminary meeting. Throughout the proceedings the respondent and complainant shall have the right to be accompanied by a representative, who may or may not be an attorney. Attorneys will not be provided at university expense. The University Counsel may also be present, but shall only act in an advisory capacity to the committee.
- e. Within fifteen (15) calendar days of the committee's receipt of the complaint, the Sexual Harassment Complaint Committee will hold a formal meeting on the matter.

- f. Strict judicial rules of evidence shall not be applied. The committee members may receive any evidence they consider to be relevant.
  - g. The respondent and complainant, and their representatives, shall have the right to be present at any time testimony is presented and to be provided copies of all evidence considered by the committee. Neither the respondent nor complainant shall have the right to question witnesses.
  - h. A written record of the minutes of the proceedings and recommendations of the committee shall be presented to the president within forty-five (45) calendar days from the initial filing of the formal grievance with the committee.
  - i. A copy of the minutes and recommendations of the committee shall be presented to both the complainant and the respondent at the time they are forwarded to the president.
  - j. The president shall make a final decision concerning what action to take, if any, including disciplinary action, after considering the recommendation of the committee, and will notify the complainant and respondent.
3. Membership: The Affirmative Action Officer, who will serve as the non-voting chair; Director of the Counseling Center; six (6) members chosen from a twenty-four (24) person membership pool.

Upon receipt of a written complaint, the chair will establish a membership pool consisting of twenty-four (24) members, eight (8) of whom (four [4] males and four [4] females with racial equity) are chosen by each of the Faculty and Staff Senates, and the Student Government Association. From this pool, the complainant will choose one (1) member; the respondent will choose one (1) member; the chair will choose two (2) members from the appropriate category (e.g., if the complainant is a student and the respondent a faculty member, the chair will select one (1) member from the student pool and one (1) from the faculty pool; if the complainant and

the respondent are both staff members, the chair will select two (2) members from the staff pool.)

4. Meetings: On call
5. Reports to: President

#### **I. Radiation Safety Committee**

1. Charge: To administer, regulate, and control the university's radioactive materials.
2. Membership: The University Radiation Safety Officer and five (5) other faculty members, appointed by the Faculty Senate for rotating five-year terms. The Radiation Safety Officer is a permanent member by virtue of position. The committee elects its own chair.
3. Meetings: On call
4. Reports to: President

#### **J. Faculty Emeritus Committee**

1. Charge:
  - a. The committee evaluates recommendations for Distinguished Emerita status, within the guidelines established by the Board of Trustees.
  - b. The committee may recommend criteria for eligibility to Distinguished Emeritus/Emerita status.
  - c. The committee may recommend the privileges and rewards accompanying Distinguished Emeritus/Emerita status.
2. Membership: The committee consists of the Academic Vice President who will serve as chair, one (1) tenured associate or full professor from each college, and two (2) tenured at-large members. Members, other than the chair, are appointed by the Faculty Senate for rotating three-year terms.



3. Meetings: On call
4. Reports to: President

**K. University Planning and Assessment Committee**

1. Charge:
  - a. To advise the appropriate vice president and the president on university-wide planning and assessment activities.
  - b. To maintain a repository of all university planning and assessment activities and processes.
  - c. To coordinate and implement planning and assessment activities upon approval by the appropriate vice president and president.
2. Membership: Dean of the Graduate School, Dean of Library, Dean of Undergraduate Studies, Director of Assessment, Director of Institutional Research, President of the Faculty Senate or designee, President of the Staff Senate or designee, and President of the Student Government Association or designee. The President will appoint one member from each of the following areas to serve four-year terms on a rotating basis (at least one to be a vice president): President's Office, Administrative Affairs, Financial Affairs, Public Affairs, Student Affairs, and ten faculty members (two from each college) selected from among nominees of the Faculty Senate.
3. Meetings: On call
4. Reports to: President

**L. University Admissions Committee**

1. Charge: To review and make recommendations relative to current University of Central Arkansas admissions guidelines criteria.
2. Membership: Dean of Undergraduate Studies is chair; Director of Admissions; Registrar; five (5) faculty members, one (1) from each

college appointed by the Faculty Senate. All faculty positions are for two-year rotating terms.

3. Meetings: On call
4. Reports to: President

## II. Reporting to the Vice President for Academic Affairs

### A. Council of Deans:

1. Membership: The council is composed of the deans of each of the colleges, the Dean of the Graduate School, the Dean of Undergraduate Studies, the Dean of the Library, the Dean of Continuing Education, the Assistant to the Vice President for Academic Affairs, and the Registrar. The Vice President for Academic Affairs serves as chair.
2. Responsibilities:
  - a. To review and recommend to the president new curricula, program revisions, degree requirements, and academic standards approved by the Undergraduate and Graduate Councils.
  - b. To coordinate all academic matters to the end that the objectives of the total institution are achieved.
  - c. To advise the Vice President for Academic Affairs on candidates for tenure and promotion recommended by the college deans.
  - d. To develop an equitable distribution of academic resources that reflect university goals and objectives and to make funding recommendations to the president for the various colleges and support areas.
  - e. To develop and recommend to the president procedures for the appointment of academic personnel and procedures for determining promotion and tenure.

3. Meetings: The council meets regularly and/or on call by the Vice President for Academic Affairs.
4. Reports to: Vice President for Academic Affairs

## B. Graduate Council

1. Charge:
  - a. To review and recommend to the Council of Deans new graduate curricula and programs proposed by the various departments and colleges.
  - b. To review existing graduate offerings and make appropriate recommendations to the Council of Deans.
  - c. To initiate and recommend policies relevant to graduate degree requirements, grading and credit policies, academic standards, and related matters.
  - d. To review and recommend faculty for graduate status.
  - e. To act as an academic appeal body for graduate students.
2. Membership:
  - a. Department chairs are selected by the Faculty Senate, one (1) from each of the colleges. No more than five (5) departments chairs shall serve on the council at any one time.
  - b. Graduate faculty members with the rank of assistant professor or above are appointed by the Faculty Senate, one (1) from each of the colleges.
  - c. Each college, according to the procedure for appointing college committees, appoints one (1) faculty member.
  - d. The Dean of the Library appoints one (1) librarian, *ex-officio*, non-voting.

- e. One (1) graduate student is selected by the Faculty Senate, one (1) graduate student is selected by the Graduate Council, and one (1) graduate student is elected by the Student Government Association.

The Dean of the Graduate School serves as chair of the Graduate Council. The council elects its secretary. The Vice President for Academic Affairs, a librarian, and the Registrar serve as *ex officio*, non-voting members. Each council member serves four (4) years on a rotating basis for each of the first three (3) categories. Students serve one-year terms.

3. Meetings: X-period the third Thursday, each month. On call other times as needed.
4. Reports to: Vice President for Academic Affairs

#### C. Undergraduate Council

1. Charge:
  - a. To review and recommend to the Council of Deans new undergraduate curricula and programs proposed by the various departments and colleges;
  - b. To review existing undergraduate offerings and make appropriate recommendations to the Council of Deans; and
  - c. To initiate and recommend policies and procedures relevant to baccalaureate and associate degree requirements, grading and credit policies, academic standards, and related matters.
2. Membership:
  - a. Department chairs are selected by the Faculty Senate, one (1) from each of the colleges. No more than five (5) department chairs shall serve on the council at any one time.
  - b. Five (5) faculty members with the rank of assistant professor or above are appointed by the Faculty Senate, one (1) from each college.

- c. Each college, according to the procedure for appointing college committees, appoints one (1) faculty member.
- d. The Dean of the Library appoints one (1) librarian, *ex-officio*, non-voting.
- e. Three (3) students are invited to serve as members, representing the following organizations: Student Government Association, Alpha Chi, Gamma Beta Phi.

The Dean of Undergraduate Studies serves as chair of the Undergraduate Council. The council selects its secretary. The Vice President for Academic Affairs, a librarian, and the Registrar are *ex officio*, non-voting members. Each council member serves four (4) years on a rotating basis for each of the first three (3) categories. Students serve one (1) year terms.

3. Meetings: X-period the third Tuesday of each month. On call other times as needed.
4. Reports to: Vice President for Academic Affairs

#### D. Adjustments and Credentials Committee

1. Charge: The committee serves as a faculty committee to review atypical cases in which rigid application of university academic regulations might result in an injustice to an individual. The committee may recommend the waiver or modification of any university regulation within the limits of sound educational practice.
2. Membership: Dean of Undergraduate Studies, Registrar, and five (5) faculty members appointed by the Faculty Senate for rotating five-year terms. The Dean of Undergraduate Studies serves as chair and the Registrar serves as secretary.
3. Meetings: On call
4. Reports to: Vice President for Academic Affairs

**E. Continuing Education Advisory Council**

1. Charge: Serves as a liaison between the Division of Continuing Education and the colleges of the university for the purpose of strengthening staff relationships and fostering better communications. The council recommends policies governing the programs conducted by Continuing Education and conducts periodic reviews and evaluations of Continuing Education programs.
2. Membership: The Dean of Continuing Education and twelve (12) faculty members selected by the Faculty Senate with at least two (2) members from each college. The other members are selected at large. The Registrar is an *ex officio* member. All members are selected on a rotational basis with each member serving a term of three (3) years. The Dean of Continuing Education serves as chair.
3. Meetings: On call
4. Reports to: Vice President for Academic Affairs

**F. Honors Council**

1. Membership: The Honors Council is composed of five (5) faculty members with the Director of Exemplary Studies and the Director of the Honors College as *ex officio* members. The council elects its own chair and secretary. The membership of the council is selected by the Faculty Senate. The Director of Exemplary Studies and the Director of the Honors College function under the immediate supervision of the Vice President for Academic Affairs.
2. Responsibilities: The council formulates and recommends policies and programs to the Council of Deans relating to honors and awards. The Director of Exemplary Studies and the Director of the Honors College work closely with the council in securing consultation and approval in developing programs and in instituting changes within the campus-wide Honors Program.
3. Meetings: On call

4. Reports to: Vice President for Academic Affairs

#### G. Library Committee

1. Charge: Faculty members of the Library Committee advise the Dean of the Library on matters of general library policy. Student members advise the committee on any library matters that are of particular concern to the student body. Members' reports to colleagues in the respective colleges serve to maintain a flow of ideas and opinions between the faculty and the library staff. They advise on the allocation of funds to alleviate deficiencies in the specific subject areas.
2. Membership: The committee consists of the Dean of the Library, who will serve as chair, one (1) undergraduate student appointed by the Dean of Undergraduate Studies, one (1) graduate student appointed by the Dean of the Graduate School, and rotating faculty members appointed by the Faculty Senate, one (1) from each of the colleges. The Library Committee will select one (1) of its members to serve as secretary.
3. Meetings: On call
4. Reports to: Vice President for Academic Affairs

#### H. Sabbatical Leave Review Committee

1. Charge: The committee shall evaluate applications for faculty sabbatical leaves and make recommendations.
2. Membership: Assistant to the Vice President for Academic Affairs and ten (10) members of the faculty elected by the colleges for rotating two (2) year terms. Each college shall elect two (2) members. Deans and departmental chairs are ineligible to serve, and no more than one (1) member of a department may serve at a time. Members may not serve successive terms (excluding the Assistant to the Vice President for Academic Affairs). The committee selects its own chair annually.
3. Meetings: Early October, after the October 1 deadline for fall sabbaticals and early March after the deadline for spring sabbaticals.

4. Reports to: Vice President for Academic Affairs. Both the committee recommendation and the vice president's recommendation are forwarded along with the applicant's file to the President.

**I. Scholarship Committee**

1. Charge: The committee formulates and recommends policy guidelines covering academic and performance scholarships. The committee consults with departments concerning the development and award of departmental scholarships, and with the undergraduate and graduate deans concerning the award of general university scholarships and fellowships.
2. Membership: Three (3) academic administrators appointed by the Vice President for Academic Affairs and five (5) faculty members appointed by the Faculty Senate, serving rotating four-year terms. The Dean of Undergraduate Studies serves as an *ex officio* voting member. The Director of Admissions serves as chair and non-voting member.
3. Meetings: On call
4. Reports to: Vice President for Academic Affairs

**J. Professional Education Council**

1. Charge:
  - a. The Professional Education Council provides leadership for all professional education programs. It initiates, receives, and develops recommendations on all policies, proceedings, and standards effecting professional education.
  - b. To ensure that all professional education programs are organized, unified, and coordinated to allow fulfillment of the mission of the professional education unit.
  - c. To ensure that the professional education curricula are built upon knowledge bases essential for effective practice and upon the findings of research.



2. Membership: Standing members: Dean of the College of Education, Chair of the Department of Administration and Secondary Education, Chair of the Department of Childhood Education, Chair of the Department of Special Education and Administrator of Professional Field Experiences. Eight (8) university faculty members appointed by the Faculty Senate including two (2) from the College of Arts and Letters, two (2) from the College of Education, two (2) from the College of Health and Applied Sciences, and two (2) from the College of Natural Sciences and Mathematics. Faculty member shall serve staggered two-year terms. One (1) public school educator, rotated annually between a teacher and an administrator, appointed by the Dean of the College of Education. One (1) student, rotated annually between a graduate and an undergraduate, appointed by the Dean of the College of Education. The UCA Certification Officer serves *ex-officio* and is non-voting. The Dean of the College of Education serves as chair of the council. The council elects its secretary.
3. Meetings: On call
4. Reports to: Vice President for Academic Affairs

#### K. University Research Council

1. Charge: To review and recommend university funding for research and creative projects proposed by university faculty. A collateral charge involves cooperation with the college research committees in nurturing, facilitating, and encouraging the pursuit of research and creative activities on the part of individual faculty members. The Institutional Review Board and Animal Use and Care Committee are subcommittees of the University Research Council. Moreover, this council will review any reported fraud or abuse in research at UCA in accordance with currently established policy.
2. Membership: Chairs of the college research committees and one (1) faculty member at large, selected by the Faculty Senate for a two-year term, and a librarian (who serves *ex-officio*) appointed by the Dean of the Library. The Graduate Dean and Director of Sponsored Programs chairs this council.

3. Meetings: On call
4. Reports to: Vice President for Academic Affairs

**L. Institutional Animal Care and Use Committee**

1. Charge: To implement federal guidelines as required by federal law.
2. Membership: Members will serve five-year terms.
  - a. One (1) Doctor of Veterinary Medicine selected by the Vice President for Academic Affairs from recommendations of the Chairs of the Biology and Psychology Departments. (Permanent Member)
  - b. Two (2) members who have had scientific laboratory experience with animals.
    - 1) Faculty Senate selects one (1) from three (3) faculty recommended by Psychology Department Chair.
    - 2) Faculty Senate selects one (1) from three (3) faculty recommended by Biology Department Chair.
  - c. The University Legal Counsel as the member required whose concern is not primarily scientific. (Permanent Member)
  - d. One (1) non-affiliated member (no immediate relative affiliated with the institution) selected by the Vice President for Academic Affairs from three (3) recommendations made by the Chairs of the Biology and Psychology Departments.
  - e. The chair shall be elected by the committee for a two-year term from the two (2) faculty senate appointees to the committee.
3. Meetings: On call
4. Reports to: Vice President for Academic Affairs

**M. Sponsored Program Advisory Committee**

1. Charge: To advise the Director of Sponsored Programs about sponsored program opportunities, general operations of this unit, and the use of sponsored program funds for facilitating and rewarding the preparation of project proposals.
2. Membership: Each vice president and dean appoints one (1) faculty/staff, and the Faculty Senate elects three (3) additional members (no more than one (1) per college) to serve three-year terms. The Graduate Dean and Director of Sponsored Programs chairs this committee.
3. Meetings: On call
4. Reports to: Vice President for Academic Affairs

**N. Teaching Excellence Award Committee**

1. Charge: To determine the faculty member who will be the award recipient for excellence in teaching.
2. Membership: Five (5) faculty members appointed to one-year terms by the Faculty Senate, one (1) from each college. Award recipients will serve two-year terms, the second year as chair, beginning the year after receipt of the award.
3. Meetings: On call
4. Reports to: Vice President for Academic Affairs

**O. Research, Scholarship, and Creative Activity Award Committee**

1. Charge: To determine the faculty member/librarian who will be the award recipient for excellence in research, scholarship, and/or creative activity.
2. Membership: Five (5) members appointed to one-year terms by the Faculty Senate, one (1) from each college. The recipient of the award from the previous year shall serve as non-voting chair.

3. Meetings: On call
4. Reports to: Vice President for Academic Affairs

**P. Public Service Award Committee**

1. Charge: To determine the faculty member/librarian who will be the award recipient for outstanding public service activities as this service relates to the individual's position as a member of the university faculty.
2. Membership: Five (5) members appointed to one-year terms by the Faculty Senate, one (1) from each college. The recipient of the award from the previous year shall serve as non-voting chair.
3. Meetings: On call
4. Reports to: Vice President for Academic Affairs

**Q. Academic Computing Advisory Committee**

1. Charge: Coordinates the acquisition of computer equipment, recommends policy on computer-related issues and develops plans for future computer utilization on campus.
2. Membership: One (1) faculty member from the Computer Science program (Mathematics), one (1) from the Department of Quantitative Methods and Information Systems, and one (1) from each of the academic colleges, serving rotating three-year terms. The Director of the Computer Center serves as chair with vote.
3. Meetings: On call
4. Reports to: Vice President for Academic Affairs

**R. The Faculty Press Board**

1. Mission of the UCA Press: It is the mission of the University of Central Arkansas Press to

- a) acquire and publish the very best scholarly manuscripts available,
  - b) acquire and publish the best manuscripts available on Arkansas culture, and
  - c) acquire and publish selected creative writing that, in the opinions of the editors and the faculty board, supplements or enhances the university's various community missions.
2. Charge of the Faculty Press Board: To ensure that the imprint only appears on books that support the university's sense of academic excellence and intellectual integrity. The director and the acquisitions editor select those manuscripts that they believe ought to be published by the press. These determinations come from reader reports, author revisions, and their own professional judgments. The director presents a manuscript to the board for final consideration. Upon approval by the Faculty Press Board, the manuscript is then further edited, revised, designed, and produced by the author and the professional staff of the press.
  3. Membership: The Faculty Press Board is appointed by the Faculty Senate, from the faculty of all colleges, for three-year terms. The board is composed of ten (10) faculty members and the Director of the UCA Press, who is the permanent chair.
  4. Meetings: The board meets two (2) or three (3) times a year, depending on the number of manuscripts the staff consider potentially publishable.
  5. Reports to: Vice President for Academic Affairs

### III. Reporting to the Vice President for Student Affairs

#### A. Discipline Committee

1. Charge:
  - a. To hear cases of a serious nature involving student behavior.

- b. To hear cases on appeal from the Student Judiciary Board, Greek Judicial Board, or Administrative Hearing Officer.
2. Membership: Three (3) full-time faculty members are appointed by the Faculty Senate for rotating three-year terms, three (3) students appointed by the Student Government Association President for one-year terms, three (3) university administrators appointed by the President for rotating three-year terms. The chair is elected by the committee from among the faculty and administrative members.
3. Meetings: On call
4. Reports to: Vice President for Student Affairs

**B. Student Life Committee**

1. Charge: Conduct a continuing study of university policies and regulations affecting student life. The committee makes recommendations to the president regarding possible changes and revisions as may be needed and changes in student affairs policies submitted by the Student Government Association or the Faculty Senate. The committee also establishes and administers policies that govern the recognition and functioning of UCA student organizations.
2. Membership: The Dean of Students, the Director of Minority Affairs, three (3) faculty members appointed by the Faculty Senate for rotating three-year terms, two (2) administrative staff members appointed by the president for alternating two-year terms, and five (5) students named by the Student Government Association for one-year terms. Director of Student Activities serves as *ex officio* member. The Dean of Students serves as chair. The committee elects its secretary.
3. Meetings: On call
4. Reports to: Vice President for Student Affairs

**C. Student Center Board**

1. Charge: Recommends and formulates policies governing events in the Student Center.
2. Membership: Director of Student Activities, Director of Student Center, President of Student Government Association, two (2) faculty members appointed by the Faculty Senate for rotating two-year terms, and five (5) students appointed by the Student Government Association for one-year terms. Chair is Director of Student Activities.
3. Meetings: On call
4. Reports to: Vice President for Student Affairs

**D. Student Grievance Committee**

1. Charge: To hear any grievance from a student(s) regarding any nonacademic policy or procedure change, complaint, or infraction, and to advise Vice President for Student Affairs on proper course of action.
2. Membership: One (1) faculty member appointed by the Faculty Senate and one (1) staff member appointed by the Staff Senate for alternating two-year terms. One (1) student member is appointed yearly by the Dean of Students from a pool of four (4) students submitted by the Student Government Association. Dean of Students serves as chair. Members cannot hold simultaneous membership on this and the Student Life Committee.
3. Meetings: On call
4. Reports to: Vice President for Student Affairs

**E. Health and Wellness Promotion Committee**

1. Charge: to coordinate individual and departmental efforts to promote health and wellness at UCA. Specifically, the committee will:
  - a. Assess wellness and health needs of faculty, staff, and students.

- b. Plan and implement programs to meet those needs.
  - c. Evaluate efforts in health promotion and disease prevention on campus.
  - d. Serve as the advisory committee for alcohol and drug issues as related to the Drug-Free Schools and Communities Act. As stipulated by the act, the committee will:
    - 1) Review current UCA policies that support drug-free schools and communities.
    - 2) Conduct a biennial review of the UCA drug prevention program to determine its effectiveness, implement changes, and ensure that related discipline sanctions are consistently enforced.
    - 3) Serve as a review committee as requested by the Director of the Health Resources Center.
    - 4) Conduct research on drug knowledge, attitudes, and practices of students, staff, and faculty.
2. Membership: The Director of the Health Resource Center will be a permanent member. Two (2) faculty members from each college will be appointed by the Faculty Senate. Four (4) staff members will be appointed by the Staff Senate, with at least two (2) representing the counseling center, health services, the physical plant, public affairs, and university police. Faculty and staff senate appointees will serve rotating two-year terms. Two (2) students will be appointed by the Student Government Association, and two (2) will be selected by the committee to serve one-year terms. The committee will elect its chair.
3. Meetings: Monthly
4. Reports to: Vice President for Student Affairs



#### IV. Reporting to the Vice President for Administration

##### A. Energy Conservation Committee

1. Charge: To monitor energy usage, maintain records, encourage energy conservation awareness by students, staff, and faculty, suggest improvements and projects for conservation.
2. Membership: Five (5) faculty members appointed by the Faculty Senate for rotating four-year terms. Chair of committee is Campus Energy Coordinator.
3. Meetings: On call
4. Reports to: Vice President for Administration

##### B. The Traffic and Parking Committee

1. Charge:
  - a. Recommend long range plans for parking space.
  - b. Recommend policies for parking including zoning criteria, permit costs, and penalty amounts.
  - c. Recommend policies and procedures for administrative forgiveness of parking and traffic citations.
  - d. Select Traffic Appeals Board to hear traffic citation appeals. The Traffic Appeals Board will consist of one (1) faculty member, one (1) staff member, and one (1) student, all selected from the membership of the Traffic and Parking Committee.
2. Membership: Three (3) faculty members appointed by the Faculty Senate for rotating three-year terms; three (3) staff members appointed by the staff senate for rotating three-year terms; three (3) student members appointed by the Student Government Association; the Director of Public Safety is *ex-officio* officer, non-voting. The Vice President for Administration will serve as chair.

3. Meetings: On call
4. Reports to: Vice President for Administration

#### C. The Arboretum Committee

1. Charge: The Arboretum Committee is the ultimate advisory body on matters of campus appearance. It is concerned with the grounds, with the placement and external appearance of buildings.

It is the responsibility of the Arboretum Committee to develop guidelines for planning, both short range and long range, and for the development of policy, to include the following:

- a. Routing of ideas and suggestions.
  - b. Interaction with the Physical Plant staff.
  - c. Interaction with the Facilities Planning Committee.
2. Membership: Three (3) faculty members appointed by the Faculty Senate to serve rotating three-year terms; three (3) staff members appointed by the Staff Senate, one (1) student member appointed by the Student Government Association, three (3) members from the Faculty Women's Club, the Director of Physical Plant (permanent member) and the Director of the Greenhouse (permanent member). The Vice President for Administration serves as chair.
  3. Meetings: On call
  4. Reports to: Vice President for Administration

#### D. University Safety Committee

1. Charge:
  - a. To recommend to the Vice President for Administration policies that ensure an environment free from unreasonable risk, thereby

reducing the number and severity of occupational illnesses and injuries.

- b. To serve as a resource for the various administrative units on campus, assisting them in the identification and correction of unsafe conditions or practices in their areas.
- c. To serve as the coordinating body in monitoring compliance with safety regulations.
- d. To recommend to the Vice President for Administration expenditures necessary to achieve the university's safety goals.

2. Membership:

Occupational Safety and Health Program Director

Vice President for Administration

Director of Student Health Services

Director of Public Safety

Insurance Manager

University Legal Counsel

Five (5) faculty members appointed by the Faculty Senate

Two (2) staff members appointed by the Staff Senate

One (1) student member appointed by the Student Government

Association

Faculty members will serve four-year terms, staff members will serve two-year terms and student members will serve one-year terms. The chair is appointed by the President and the secretary is elected by the committee.

- 3. Meetings: Monthly
- 4. Reports to: Vice President for Administration

**V. Reporting to the Vice President for Financial Affairs****A. Financial Aid Committee**

1. Charge: Serves as an advisory group to the Director of Student Financial Aid. The Student Financial Aid Office is governed by federal guidelines and regulations and, when institutional policy is required, the policy is reviewed by the committee.
2. Membership: The Director of Student Financial Aid, one (1) representative from Financial Affairs, Director of Admissions, two (2) faculty members selected by the Faculty Senate to serve rotating four-year terms, a librarian appointed by the Dean of the Library for a two-year term, and a student selected yearly by the Student Government Association. Director of Financial Aid serves as chair.
3. Meetings: On call
4. Reports to: Vice President for Financial Affairs

**VI. Reporting to the Vice President for Public Affairs****A. Public Appearances Committee**

1. Charge: Coordinates the work of and establishes the policies for the Public Appearances Series at the university. The series, which includes a variety of lectures, art exhibits, dramatic productions, and concerts, is intended not only to provide entertainment, but to enrich the cultural and educational atmosphere of the university community.
2. Membership: Five (5) faculty members selected by the Faculty Senate, two (2) staff members selected by the Staff Senate and six (6) students selected by the Student Government Association. The faculty and staff positions are for rotating three-year terms; students serve one-year terms. The chair is named by the Vice President for Public Affairs.
3. Meetings: On call
4. Reports to: Vice President for Public Affairs

Child Study Center - The College of Education requests a change in the daily kindergarten format offered by the Child Study Center. If approved, the change will be implemented during the 1994-1995 fiscal year. A tuition adjustment will also occur as a result of the extended hours.

The Child Study Center, established in January 1982, provides a model learning center where classroom theory can be demonstrated; a site for university students to gain practical experience with young children; and a site for research and study of young children. Currently, the center offers a half-day pre-kindergarten program along with a morning and an afternoon kindergarten program. In addition, a two-week summer program for gifted primary level children is available.

Tuition for the pre-kindergarten and kindergarten programs is \$640.00 per school year, and \$100.00 for the Early Learners Summer Program. This amount was approved for the 1990-1991 fiscal year.

This year, in accordance with State Department of Education guidelines, Conway Public Schools modified their kindergarten program from half-day sessions to full-day sessions. In order that the Child Study Center program more accurately reflect state requirements, it is necessary that similar modifications be initiated. Parents of children at the center have indicated an interest in a full-day kindergarten option.

Recommended changes would involve the kindergarten programs only. Children enrolled will remain from 8:15 to 3:15 with lunch provided by ARA Food Services. Pre-kindergarten programs will continue on a half-day basis. The requested change in tuition for kindergarten reflects the extended day as follows:

CURRENT TUITION FOR KINDERGARTEN HALF-DAY PROGRAMS  
\$640.00 per school year (32 weeks at \$20.00)

PROPOSED TUITION ADJUSTMENT FOR FULL-DAY PROGRAM  
\$1,280.00 per school year (32 weeks at \$40.00)

The proposal has been recommended by all appropriate committees, councils, and administrators.

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

**"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE CHILD STUDY CENTER CHANGE TO A FULL-DAY KINDERGARTEN PROGRAM WITH A TUITION ADJUSTMENT FROM \$640.00 TO \$1,280.00 PER CHILD PER SCHOOL YEAR. PRE-KINDERGARTEN HALF-DAY PROGRAM TUITION WILL REMAIN AT \$640 AND THE EARLY LEARNERS PROGRAM AT \$100.00. THESE CHANGES WILL BE EFFECTIVE AT THE BEGINNING OF THE 1994-1995 FISCAL YEAR."**

**Scottie Pippen Basketball Camp (June 26-30, 1994)** - Act 707 of 1981 (Ark. Code Ann. 6-62-401 (1987) governs the use of campus facilities by employees of state institutions of higher education to conduct certain outside work for private compensation. While the Act authorizes boards of trustees to grant permission for such activities, it requires that the boards make express findings of fact in certain areas. It also requires that the boards reduce this permission to writing, which must include a statement of charges to be paid to UCA for the costs associated with operating and maintaining the facilities that will be temporarily devoted to the particular activity conducted by that employee.

The Board adopted the following findings of fact, permissions, and resolutions to amend Board Policy Number \_\_\_\_\_ (Summer Camps) to be added to Board Policy Number \_\_\_\_\_ (Space Utilization Policy and Procedures) upon motion by Mr. Harding with a second from Mrs. Goode:

**"WHEREAS, there are three primary purposes for hosting the Scottie Pippen Basketball Camp on the UCA campus: (1) as a public service to youngsters throughout the state by providing intensive instruction in athletic skills; (2) as a source of supplementary income for the members of the athletic staff who develop and conduct the camp program; and (3) as a supplemental source of support for the auxiliary programs of the University of Central Arkansas; and**

**WHEREAS, the Scottie Pippen Basketball Camp involves no conflict of interest with the mission and purpose of the University of Central Arkansas; and**

**WHEREAS, the Scottie Pippen Basketball Camp brings to the campus a significant number of youngsters who are potentially future students who might tend to enroll at the University as a result of their exposure to its facilities and its personnel while engaged in the camp; and**

WHEREAS, the Scottie Pippen Basketball Camp generates funds to be paid to the University of Central Arkansas for housing, meals, and for the use of other institutional facilities and resources which produce significant revenues in support of the auxiliary functions of the campus, and

WHEREAS, the Scottie Pippen Basketball Camp does not readily fall into any of the four categories identified as "University activities" for determining fee assessment in the University's current Space Utilization Policies and procedures;

THEREFORE, BE IT RESOLVED: THAT THE BOARD HEREBY GRANTS PERMISSION FOR THE SCOTTIE PIPPEN BASKETBALL CAMP TO BE CONDUCTED ON CAMPUS JUNE 26-30, 1994, AND APPROVES THE FOLLOWING STATEMENT OF CHARGES TO BE PAID TO THE UNIVERSITY AS THE COSTS ASSOCIATED WITH OPERATING AND MAINTAINING THE FACILITIES WHICH ARE TEMPORARILY DEVOTED TO THE CAMP:

1994 Scottie Pippen Basketball Camp - June 26-30  
Anticipated Costs

<u>Sponsor:</u>	Scottie Pippen	
<u>Instruction:</u>	Arch Jones, Director Tommy Reed, Assistant Director	
<u>Facilities:</u>	Five (5) days in Farris Center @ \$150/day =	\$ 750.00
	Five (5) days in Old Gym @ \$150/day =	750.00
	Lifeguard Fee for Swim Party =	25.00
<u>Housing:</u>	Approx 150 participants X 4 nights X \$7 =	4,200.00
	Approx. 13 counselors X 4 nights X \$7 =	364.00
<u>Food Service:</u>	Approx. 170 participants X 4 days X \$9.51 =	6,466.80
	Six (6) books of lunch tickets X \$33.23 =	199.38
	Total of \$6,666.18 X 12% =	799.16*

Continuing  
Education Fee: \$1 per day per camper - Approx. 190 X 5 = 950.00\*\*

\*Food services are contracted with ARA Services. UCA receives a 12% commission.

\*\*The Scottie Pippen Basketball Camp will utilize some administrative services of the Division of Continuing Education at UCA. The provision for such service is negotiated separately.

Cost per session is \$260 for resident campers and \$185 for commuting campers.

BE IT FURTHER RESOLVED: THAT THE SCOTTIE PIPPEN BASKETBALL CAMP SHALL MAKE KNOWN IN ALL ADVERTISING OR OTHER PUBLICITY INVOLVING THE SCOTTIE PIPPEN BASKETBALL CAMP THAT PARTICIPANTS ARE CONTRACTING WITH THE SCOTTIE PIPPEN BASKETBALL CAMP AND NOT WITH THE UNIVERSITY AND THAT THE UNIVERSITY AND THE STATE OF ARKANSAS DO NOT ASSUME ANY CONTRACTUAL OBLIGATIONS FOR THE CONDUCT OF THIS CAMP.

BE IT FURTHER RESOLVED: THAT EMPLOYEES OF THE UNIVERSITY PARTICIPATE IN THE SCOTTIE PIPPEN BASKETBALL CAMP FOR PRIVATE COMPENSATION ONLY AFTER THEY HAVE DISCHARGED FULLY THEIR EMPLOYMENT RESPONSIBILITIES FOR THE UNIVERSITY; AND

BE IT FURTHER RESOLVED: THAT EACH EMPLOYEE AUTHORIZED HEREUNDER TO CONDUCT OUTSIDE WORK FOR PRIVATE COMPENSATION ON OR IN CAMPUS FACILITIES IS TO SUBMIT, WITHIN SIXTY (60) DAYS AFTER COMPLETION OF THE EMPLOYMENT, A COMPLETE FINANCIAL REPORT RELATING TO THE EMPLOYMENT TO THE CHIEF FINANCIAL OFFICER OF THE UNIVERSITY, WHO WILL SUBMIT TO THE BOARD OF TRUSTEES ON AN ANNUAL BASIS A SUMMARY OF ALL SUCH FINANCIAL REPORTS RECEIVED BY HIM."

Board Policy Book (Academic Affairs Sections 310 & 313) - During the March 18, 1994 Board meeting, the trustees approved all of Section 3 of the Board Policy Book except Sections 310 and 313, which contained errors.



Policy 310 incorporates existing university admission standards with respect to ACT score, grade point average, and rank in high school class. The incorporation of these standards in Board Policy means that future changes in the standards must be approved by the Board.

The criteria for placement in remedial courses has been reworded to provide the test scores that will place a student in remediation rather than the test scores that a student must achieve to avoid remediation. The minimum ACT score for early admission has been revised to reflect the equivalent score on the enhanced ACT test which was adopted in 1989.

Policy 313 incorporates the existing practice in the Speech-Language Pathology program. When the policy was revised several years ago, it was approved by the appropriate university committees but the university failed to submit the revision to the Board. The compilation of this Board Policy Book will clarify that any changes in undergraduate departmental admissions requirements must be submitted to the Board.

The following resolution was adopted upon motion by Mrs. Goode with a second by Mr. Aydelott. Mr. Malone voted no "incorporating the reasons stated at the last Board meeting where this was tabled."

**"BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES HEREBY ADOPTS THE ATTACHED SECTIONS 310 AND 313 OF THE BOARD POLICY BOOK, PROVIDED, HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE."**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 310

Subject: Admission Policy Page 1 of 7

Date Adopted 9/64 Revised 12/77, 8/82, 4/84, 3/85, 6/86,  
12/89, 4/92, 6/93\*, 3/94\*\*-----  
ENTERING FRESHMEN

To enroll as an undergraduate student at the University of Central Arkansas, an entering freshman must submit an application for admission and supply requested supplemental information, including academic transcripts, standardized test results, proof of residence and other information requested by the Office of Admissions and academic departments. An entering freshman is defined as any student who has not previously enrolled in college level work; whose college work was completed during concurrent enrollment in high school, or who is transferring from another institution with fewer than 24 hours of college credit.

## UNCONDITIONAL ADMISSION

An entering freshman applicant is eligible for admission to the University of Central Arkansas if the applicant has graduated from high school and has earned:

- (a) A cumulative grade point average of 2.50 (on a 4.0 grading scale) in at least six semesters of high school work; and
- (b) scores of 19 or above on the reading, mathematics, and English sections of the ACT (or equivalent scores on the SAT or ASSET exams.)\*

## CONDITIONAL ADMISSION

An entering freshman applicant may be admitted conditionally if the applicant has graduated from high school or has earned a General Education Certificate and meets at least one of the following criteria:

1. Composite ACT score of 19 or above (or equivalent); or

2. High school grade average of 2.5 or above on a 4.0 grading scale; or
3. Rank in the upper 40% of the high school graduating class, effective for the Fall of 1995.

\*\* The previous standard, rank at or above the 50th percentile, remains in effect for Fall 1994. The change was made by delegation under previous Board policy, after recommendation by appropriate university councils and approval by the President.

In addition to remediation requirements of the State of Arkansas, conditionally admitted students are subject to the university's assessment and placement policies and remediation guidelines.

As ~~An~~ applicant not meeting any of the above criteria will be required to satisfactorily complete all remedial course requirements before beginning the freshman year at UCA.

### ASSESSMENT AND PLACEMENT

#### Criteria for Placement in Remedial Courses:

~~If an entering freshman does not meet or exceed the score underlined below, the applicant will be placed in the course listed:~~

1. A score of ~~19~~ 18 or less on the mathematics section of the ACT, ~~390~~ 380 or less on the quantitative portion of the SAT or ~~43~~ 42 or less on the ASSET Intermediate Algebra test.\*

~~Intermediate Algebra (Math 1340).~~

~~Remedial Course: Intermediate Algebra (UNIV 1340).~~

2. A score of ~~19~~ 18 or less on the English section of the ACT, ~~40~~ 39 or less on the TSWE, or ~~42~~ 41 or less on the ASSET Language Usage test.\*

~~Transitional Writing (English 1300).~~

~~Remedial Course: Transitional Writing (UNIV 1300).~~

3. A score of ~~19~~ 18 or less on the reading section of the ACT, ~~340~~ 330 or less on the verbal section of the SAT, or ~~41~~ 40 or less on the ASSET Reading Skills test.\*

Transitional Reading (1301):Remedial Course: Transitional Reading (UNIV 1301):

\* The university is authorized to administratively reflect changes in these standards as they may be adopted by the Department of Higher Education.

### IMPLEMENTATION

The University strives to meet the educational needs of all its students and works continually to improve the quality and reputation of its academic programs. The allocation of resources to meet those goals may limit the number and variety of services and courses of study offered. The University reserves the right to allocate resources to meet academic goals and to limit, when necessary, the number of remediation courses and services available to conditionally admitted students.

University councils, committees, and academic administrators develop, implement, and evaluate policies and programs for the orientation, advisement, enrollment and retention of conditionally admitted students. Those policies and programs are generally described in the current University of Central Arkansas Bulletins, and it is the responsibility of the student to be familiar and comply with program requirements.

#### Admission of International Students

All inquiries about international undergraduate admissions should be addressed to the Center for International Programs. This center receives and processes all international undergraduate applications and issues letters of admission and I-20 Forms (student visa forms) to all qualified candidates.

To be eligible for admission as an undergraduate, an international student must submit an Application Form, official transcripts of all secondary and university work (including English translation), a Confirmation of Financial Resources Form, and a non-refundable application fee of U.S. \$30.00 drawn from a U.S. bank or an international money order. In addition, any prospective international student whose first language is not English must present a minimum TOEFL (test of English as a Foreign Language) score of 500. Each applicant is asked to contact TOEFL, Educational Testing Services, P. O. Box 6151, Princeton, New Jersey 08541-6151, U.S.A., requesting a Bulletin of Information and registration form.

#### Admission of International Students to the Intensive English Program

Any applicant to the Intensive English Program (IEP) must submit all of the preceding documents, with the exception of the TOEFL scores. A minimum TOEFL score is not required for students who will study ESL (English as Second Language) in the IEP before enrolling as an undergraduate student. All inquiries about admission to the Intensive English Program should be addressed to the Center for International Programs.

### Admission from Secondary Schools

A prospective student should submit an application for admission at least thirty days before the time the student plans to enter. An application form may be obtained from the Office of Director of Admissions. The completed form is to be returned to the Director of Admissions. The application is to be filled out entirely by the candidate. Parents must endorse the application if the applicant is under eighteen years of age. Falsification of any record, including the Application for Admission, is cause for immediate dismissal. Each candidate must be eligible for a diploma from an accredited secondary school. The school record is required at the end of the school year and must be sent directly to the Director of Admissions by the school at the request of the candidate. Officials of the high schools will send an official transcript of credits to the Director of Admissions on request.

### Early Admission (Full Time)

To be eligible for early admission (before high school graduation) to the University, a student must have:

- 1) a minimum ACT composite score of 23 24 (or equivalent score on the SAT or ASSET exams);
- 2) completed six semesters of secondary school work;
- 3) a "B" or better average; and
- 4) the recommendation of the high school principal.

### Early Admission (Part Time, Concurrent with High School Enrollment)

Act 57 of the 1983 Extraordinary Session of the Legislature provides that qualified students enrolled in high school may be admitted concurrently as part time students at the university. The criteria for admission under this program are:

- I. Recommendation by the high school principal.
- II. Satisfaction of the requirements under either A or B below:
  - A. Presentation of Standardized Test Scores and High School Grades.
    1. A score on the portion of the ACT, PSAT, or SAT in the subject matter area of the course(s) at the 80th percentile on national norms. (If the subject matter area is not related to a portion of one of these tests, the composite score at the 80th percentile is to be used.)
    - and
    2. High School Grades of Either:

- a. A grade point of 3.500 (on a 4 point system) in high school courses in the subject matter. For ninth grade students, courses in the previous two school years shall be included.
- b. An overall grade point of 3.500 (on a 4 point system). For ninth grade students, courses in the previous two school years shall be included.

B. Individual Evaluation Based on Other Performance Criteria.

A student who does not meet the above standards may be recommended by the high school principal for admission to selected courses based upon other performance criteria (e.g., music, art, etc.). Such criteria must be performance based, appropriate for the desired course, and demonstrable to the university. To be admitted under this category, a student must have the recommendation of the appropriate university department and the Dean of Undergraduate Studies and be approved by the Admissions Committee.

The university will review the admission and enrollment of each high school student each semester.

The university accepts transfer work from other institutions taken when the student was concurrently enrolled in high school, so long as the student met the criteria above at the time the work was taken.

### Summer Study for High School Students

Students between their junior and senior years in high school are invited to attend summer school at the University of Central Arkansas.

This special program is an opportunity for all able students to find rewarding learning experiences and at the same time benefit from an early start in their college career.

Students are admitted to regular college courses, attend classes with other students in the University, and earn college credit applicable to a degree.

Upon the successful completion of the special summer program, students may elect to return to their high school for their senior year, or apply for the early admission plan that substitutes the freshman year in college for the fourth year in secondary school. It is understood that all of the requirements of the early admission program must be satisfied before the student is admitted under its provisions.

Admission to the summer program depends upon the satisfaction of the following requirements: completion of twelve (12) college preparatory units in high school, a grade average of "B", "B," and recommendation of the high school principal or counselor.

### Admission on an Adult-Special Basis

The Adult-Special classification is for a person twenty-one years of age or older who desires to take undergraduate courses for no credit and who gives satisfactory evidence of preparedness to take these subjects. The special classification must have the consent of the instructor before the student is admitted. Satisfactory completion of the course is recognized by the award of a certificate and a permanent record maintained by the University. The student pays full registration fees.

### Admission from Other Colleges

An application for admission form may be obtained from the Office of the Director of Admissions and returned to that office with all required information completed. A student who has attended another college or university will not be permitted to enroll as a beginning freshman, even though credits were not earned. Falsification of any record, including Application for Admission, is cause for immediate dismissal.

An official transcript of record from each institution of college rank attended, must be sent directly to the Director of Admissions at the request of the candidate.

Students entering this University who have attended a college or university fully accredited by such agencies as the North Central Association of Colleges and Secondary Schools will receive credit on the basis of an official transcript of their records submitted. Work taken in such colleges not comparable to that offered in this institution will be evaluated for possible general elective credit. Credit earned by correspondence or extension from such schools will be accepted subject to the quantitative restrictions described in the Correspondence Study section of the catalog.

No transfer student will be admitted who is ineligible to return to the institution from which the student transfers, or who submits a record below minimum requirements of this University.

Entering transfer students must have at least a 2.0 cumulative GPA. After enrollment at UCA, the GPA accumulated in residence at the university shall be the cumulative grade point average. Only credits with A, B, and C grades are transferable.

Credit for D grades will not transfer for the purpose of fulfilling degree requirements at the University of Central Arkansas.

If a student is readmitted to the University following a period of disqualification, the credit earned during the period of disqualification will be used as evidence that the student has made proper use of time during the period. The credit so earned will not count toward a degree at the University.

Upon acceptance for admission, the student will be sent an official notice of admission. Admission materials will not be released after receipt.

Anyone transferring to the University to pursue courses leading to graduation will be required to earn at least fifteen hours credit in the major and nine hours credit in the minor. In both instances the work must be taken in residence. This regulation is followed even though the student has sufficient hours of credit to meet the requirements of the major and minor. All standards with respect to transfer credit are binding and are not, therefore, subject to appeal.

#### Admission from a Two-year College

No more than sixty hours may be transferred to the University from a two-year college (exclusive of four activity hours in physical education) and be applicable toward a baccalaureate degree. No more than twelve hours of such work may be transferred after the student has 60 hours of college credit. The student will be required to complete the equivalent of two full years' work of sixty hours in an approved senior college after enrolling as a senior college student.



UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 313

Page 1 of 2

Subject: Admission to B.S. Program in Speech-Language Pathology  
Selective, Competitive, and Limited

Date Adopted 2/83 Revised \_\_\_\_\_

~~Effective May 15, 1983 admission to and retention in the program in speech pathology/audiology will have the following requirements:~~

- ~~1. All students declaring a speech pathology/audiology major are accepted as tentative candidates to the program.~~
- ~~2. Formal application for admission to the program in speech pathology/audiology should be submitted upon:
 
  - ~~A. Completion of a minimum of 60 hours of college course work (at least 15 of which must have been completed at UCA)~~
  - ~~B. Completion of the following courses:
 
    - ~~Sp. Path 2300~~
    - ~~Sp. Path 2310~~
    - ~~Sp. Path 2321~~
    - ~~Sp. Path 3110~~
    - ~~Sp. Path 3310~~~~~~
- ~~3. Formal applications will consist of:
 
  - ~~A. A written paragraph describing the student's goals and objectives~~
  - ~~B. Completion of examinations in the following areas:
 
    - ~~1. Speech and Hearing Evaluation.~~
    - ~~2. Satisfactory performance on the Teacher Education Battery of Tests. (Applicants whose performance on the Battery is unsatisfactory must take English 2200, basic composition, and earn a "C" or better).~~~~~~
- ~~4. In addition to the requirements in 3 above, applications for admission to the program will be evaluated by the following minimum criteria:
 
  - ~~A. Overall grade point average of 2.5.~~~~

- ~~B. Major grade point average of 2.75 on courses outlined under 2.B. above.~~
- ~~C. Satisfactory completion of the speech and hearing examination.~~

~~5. Retention Criteria:~~

- ~~A. Maintenance of minimum overall grade point average of 2.5.~~
- ~~B. Maintenance of minimum major grade point average of 2.75.~~
- ~~C. Observance of the fundamental rules of ethical conduct as described in the Code of Ethics of the American Speech and Hearing Association.~~

~~Student records will be reviewed by the department faculty members each semester. Departmental recommendations for continued clinical work will be based upon the successful clinical application of speech pathology/audiology to the communicatively handicapped as evaluated by the department faculty using criteria contained in the Code of Ethics of the American Speech and Hearing Association.~~

All students declaring a speech pathology major are accepted as tentative candidates to the undergraduate program. Admission to SPTH 2300 (Introduction to Clinical Speech), SPTH 2322 (Applied Phonetics) SPTH 2302 (Basic Sign Language), and SPTH 4303 (Intermediate Sign Language) is open to all students. All other courses in speech-language pathology require formal admission to the program. The curriculum in Speech-Language Pathology has strict enrollment limitations and entry is by application and competitive admission only. Students apply for admission to the undergraduate program during the spring of their sophomore year.

Based on academic and personal qualifications of the applicant, admission to the B.S. Program in Speech-Language Pathology, is granted without regard to race, color, creed or national origin. Applicants must demonstrate proficiency in oral communication prior to admission to practicum courses. Admission to the program requires:

- A. Junior status with an overall undergraduate grade point average of 2.7 (with priority given to students demonstrating outstanding academic achievement)
- B. A major grade point average of 3.0.
- C. A formal interview with a designated member of the faculty.
- D. Three letters of reference.
- E. Passing scores on the Preprofessional Skills Test (PPST) (Math 169, Reading 170, Writing 171)

Revision of Staff Grievance Procedures - The University of Central Arkansas has traditionally provided its employees an opportunity, through established steps and procedures, to resolve in a timely manner complaints or grievances which they believe adversely affect their employment or working conditions. Procedures for faculty grievances and appeals were published in the 1983 revision of the Faculty Handbook and revised procedures were adopted by the Board in 1986. Staff grievance procedures were established with the adoption of the Staff Handbook in 1987 and revised with the adoption of the 1991 Staff Handbook.

The proposed revisions will incorporate several of the provisions of the state's uniform grievance procedure. It will also revise the composition of the grievance panel to provide that members may not have any conflict of interest or any involvement in the subject matter of the grievance.

The timetable for the grievance has been revised to specify that the grievant must file within seven days of the grievable matter and that the entire grievance process must be completed within sixty working days. Under the current procedure, grievances may be filed months after the grievable matter has occurred. A timely resolution of the grievance will improve accuracy and fairness of the resolution and will minimize disruption in the workplace.

Mr. Malone asked if the shortening of the time within which the grievance must be filed is a statutory requirement or a university imposed requirement. Mary Stallcup, legal counsel, explained that the change was made to make the policy consistent with OPM's (Office of Personnel Management) suggested personnel policy. She stated that the change is not a requirement by any means. Ms. Stallcup further explained that in the existing grievance procedures there is no time limit. The change is consistent with fair and equitable resolutions of grievances.

Mr. Malone stated "I agree that it should have some time limit; some reasonable time limit within which time the grievance must be filed. I just question whether seven days is that reasonable time period because I can see instances where you might create more grievance filings by having a short time period than fewer grievance filings because people will know they need to file it whether or not they've looked into the merits of it or not whereas perhaps a thirty-day cooling period will allow people to see whether or not it could be resolved with other means. I'm concerned, I guess, that seven days will encourage the filing of more grievances rather than fewer grievances."

President Thompson stated that he has no strong views on the issue. He further stated that seven days seems a reasonable period of time and that it is consistent with the state policy. He explained that after the grievance is filed there is still a cooling-off period during which the employee and employer can attempt to work out an arrangement.

Ms. Stallcup explained that after the seven days in which the original filing is made, the grievant is required to go step-by-step through the supervisory level; therefore, at each level there is an opportunity for the entire grievance to be resolved.

Dr. Jim Dombek, Vice President for Administration, stated that there was a concern that the entire process be completed within a reasonable time such as sixty days.

Mr. Malone asked if the sixty days starts as of the date the grievance is filed.

Dr. Dombek stated that the entire grievance process shall be completed within sixty working days after the employee files the grievance.

Mr. Aydelott asked if the proposed procedures would replace existing procedures in toto. President Thompson answered affirmatively.

The following resolution as an amendment to pages 31-33 of the Staff Handbook previously approved on December 6, 1991 was adopted upon motion by Mr. Aydelott with a second from Dr. Chakales:

**"BE IT RESOLVED: THE BOARD OF TRUSTEES APPROVES THE REVISION OF THE CURRENT UCA STAFF GRIEVANCE PROCEDURES AND DIRECTS THAT THE REVISED PROCEDURES STATED BELOW, BECOME A PART OF THE STAFF HANDBOOK."**

## GRIEVANCE PROCEDURES

### I. PURPOSE

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

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

### II. POLICY

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

subject of pending litigation or administrative review external to the university, the internal grievance procedures shall cease.

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

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

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

### III. DEFINITIONS

- A. EMPLOYEE - an individual who is a full-time employee who occupies a regular salaried position and who works a minimum of 1000 hours per year. This policy shall not apply to employees who are on initial new hire probationary status.
- B. GRIEVANCE - a complaint by an employee regarding an adverse impact on his or her employment; including, but not limited to, annual leave, sick leave, compensatory time, dismissal, suspension, promotion, demotion, disciplinary actions, discrimination or any other work related problem except compensation and conditions which are beyond the control of agency management or are mandated by law. A grievance must contain a statement in ordinary and concise language of facts showing that the council has jurisdiction of the claim and that the grievant is entitled to relief.
- C. RESPONDENT(S) - person or persons against whom the grievance petition is filed.
- D. GRIEVANCE OFFICER - Director of Affirmative Action.
- E. STAFF GRIEVANCE COUNCIL POOL OF CANDIDATES - a pool of 25 candidates selected by the Staff Senate, 10 of which must hold administrative or managerial positions, with responsibilities that include hiring and evaluating personnel, by January 31 and by July 31 of each year;
- F. STAFF GRIEVANCE COUNCIL - An ad hoc council appointed to review the grievance petition, determine whether to hear the grievance, and issue a recommendation thereon to the university president.

#### IV. PROCEDURE

The entire grievance procedure shall be completed within sixty (60) working days after the employee files a written grievance, unless an extension is agreed to by all parties involved.

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

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

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

##### STEP 1

To initiate this grievance procedure the grievant must secure a "Staff Grievance Petition" from the director of personnel and submit the completed grievance petition in writing to the immediate supervisor within seven (7) working days of the occurrence of the grievable matter. The grievant shall also send a copy of the grievance to the grievance officer and to the respondent(s), if different from the immediate supervisor.

The immediate supervisor will arrange for a meeting between the grievant and the immediate supervisor to be held within three (3) working days from the time the supervisor received the given petition. The supervisor shall submit a written response to the grievant, with a copy to the grievance officer, within two (2) working days after the conclusion of the meeting. If the immediate supervisor is unavailable, the next supervisor in the chain of command shall be substituted, unless all parties agree to a brief extension and approval of the extension is obtained from the appropriate vice president(s).

##### STEP 2

If the grievant is not satisfied with the results of Step 1, the grievant will have two (2) working days (after written statement received) in which to submit a copy of the original grievance petition, the supervisor response and a written statement to the next higher level of management stating the reasons for the dissatisfaction (with a copy to the grievance officer). The next higher level of management shall meet with the employee within three (3) working days after receiving the grievant's written statement. The manager will submit a response in writing to the grievant,

with a copy to the grievance officer, within two (2) working days after the conclusion of the meeting. If the manager in question is unavailable, the next supervisor in the chain of command shall be substituted unless all parties agree to a brief extension of time and the extension is approved by the appropriate vice president(s).

### STEP 3

If the individual hearing the grievance at Step 2 is not the vice president of the division in which the grievant is employed, the grievant, if not satisfied with the response rendered at Step 2, will have two (2) working days from date written response is received to submit a written request for a meeting with the vice president. The vice president shall arrange for such a meeting within three (3) working days from the receipt of the request. If the vice president is unavailable, the parties may agree to a brief extension of time, or the vice president may designate someone to act on his or her behalf. The vice president may require the grievant to set forth the nature of the dissatisfaction with the response in the previous steps, in writing, prior to the meeting. The vice president shall submit a response in writing to the grievant, the grievance officer and to each subordinate manager involved within two (2) working days following the conclusion of the meeting.

### STEP 4

If not satisfied with the results of Step 3 the grievant shall have two (2) working days to submit a written request to the grievance officer for a hearing before the Ad Hoc Grievance Council. The grievance officer will submit the matter to the Ad Hoc Grievance Council and the respondent(s) within five (5) working days after receiving the grievant's written request for a hearing by the council. The respondent(s) will submit a written response to the grievant's vice president within two (2) working days after receiving notification that the matter has been submitted to the council.

1. The ad hoc council shall consist of the following members, all of whom shall be full-time employees of the university:
  - A. five staff personnel chosen at random by the grievance officer, president and president-elect of the Staff Senate from the Staff Grievance Council pool of candidates selected by the staff senate; at least two of the members must hold administrative or managerial positions with responsibilities that include hiring and evaluating personnel;
  - B. one chairperson, appointed by the president, who shall be non-voting;
  - C. the grievance officer and the director of personnel, who shall be non-voting and serve only in an advisory capacity.

No member of the ad hoc council shall be an employee of the grievant's or respondent's work unit or office, nor shall any member be a supervisor or manager to whom the grievant or respondent reports in the conduct of his usual work affairs. No employee may serve as a

council member in connection with any grievance in which such employee may have a personal involvement, a conflict of interest, or the appearance of a conflict of interest.

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

2. The grievance officer shall ensure that all appointments to the council are completed within five (5) working days from the receipt of the grievant's written request.
3. The council will receive a charge of its responsibilities from the President. Five of the six members present shall constitute a quorum for transaction of business. Decision must be reached by a majority vote with the number of yes, no, and abstention votes being recorded without designating the person who cast each vote.
4. The council shall review the grievant's original written petition and all documents generated by the grievant and the managers at Steps 1, 2, and 3. The respondent(s), if different from the managers, shall submit a response to the grievance. The vice president will be responsible for submitting these materials to the grievance officer for transmission to the council.
5. Should the council find that the petition does not state good cause for a grievance, or is otherwise outside the council's jurisdiction, the grievance shall be dismissed.
6. If the grievance is not dismissed, the council shall hear from the grievant, the grievant's supervisor, the managers who heard the case at Steps 2 and 3, the respondent (if different), and any other persons having relevant information regarding the subject matter of the grievance. The council shall solicit any other evidence it deems appropriate. Any and all oral testimony, witnesses and documentary evidence that the council determines to be necessary and relevant to make a proper determination shall be accepted. All responsibilities for questioning witnesses, securing evidence and determining the order of proof shall be vested in the council. The hearing shall be recorded, and the tape shall become a part of the case file. Council deliberations shall not be recorded, but the council shall state its findings in the written recommendation to the president.
7. Strict judicial rules of evidence shall not be applied. The council may receive all evidence that it determines to be relevant and material to the issues before the council.



8. The right of the grievant and the respondent(s) to be present at all testimony and review all evidence presented is guaranteed. The grievant and the respondent(s) shall not have the right to cross-examine witnesses.
9. The grievant and the respondent(s) may be accompanied by an advisor or attorney, but this person shall only be allowed to function in an advisory capacity. The grievant and the respondent(s) personally shall make all requests, presentations and responses to questions. The university counsel may also be present but shall act only in an advisory capacity to the council.
10. A final written report of the findings and recommendations of the council shall be presented to the president within forty-five working days from the initial filing of the petition, unless an extension is agreed to by all parties involved. A copy of the council's recommendations shall be sent to the grievant, the respondent(s), the grievant's immediate supervisor (if different), and appropriate vice president(s) (if different).
11. The president shall make the final decision after considering the recommendation of the council. The president shall inform the grievant, the respondent(s), the grievant's immediate supervisor (if different), and appropriate vice president(s) (if different) in writing of a decision within fifteen working days from the date of receipt of the recommendation from the council.

## V. DOCUMENTATION

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

Dental Insurance Contract (July 1, 1994 - June 30, 1995) - The dental insurance contract with Jefferson-Pilot Insurance Company will expire June 30, 1994. Jefferson-Pilot has submitted the following rate proposal containing no increase for the 1994-95 fiscal year for the university employee dental insurance plan with no changes in the group plan.

<u>Dental Plan</u>	<u>Current Rates</u>	<u>Renewal Rates</u>	<u>Employer Cost</u>	<u>Employee Cost</u>	<u>Present Employee Cost</u>	<u>Payroll Deduction Increase</u>
Individual	\$15.39	\$15.39	\$15.39	-0-	-0-	-0-
2-Party (Employee & Spouse)	30.78	30.78	15.39	\$15.39	\$15.39	-0-
Employee & Child	35.95	35.95	15.39	20.56	20.56	-0-
Family	51.34	51.34	15.39	35.95	35.95	-0-
Special Family (Both spouses employed)	51.34	51.34	30.78	20.56	20.56	-0-

In connection with its rate proposal, the following UCA experience reports for the periods indicated were submitted by Jefferson-Pilot Insurance Company:

	<u>Premiums</u>	<u>Claims Paid</u>	<u>Premiums over Claims</u>
Annual Report: July 1, 1992 - June 30, 1993	\$219,338	\$183,289 *	\$36,099 *
Quarterly Report: July 1, 1993 - Sept. 30, 1993	\$60,117	\$ 56,503 *	\$ 3,614 *

\* Includes no incurred claims, administrative charge or inflation.

It is recommended the proposed dental plan with Jefferson-Pilot Insurance Company, reviewed and recommended by the Fringe Benefits Committee, be continued for the 1994-95 fiscal year.

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

**"BE IT RESOLVED: THAT THE PRESIDENT IS AUTHORIZED TO ENTER INTO A DENTAL INSURANCE CONTRACT WITH JEFFERSON-PILOT INSURANCE COMPANY FOR THE PERIOD JULY 1, 1994 THROUGH JUNE 30, 1995, AT THE RATES AND TERMS INDICATED ABOVE."**

Health Insurance Contract - The present health insurance contract with Blue Cross Blue Shield and HMO Arkansas for University employees will expire June 30, 1994.

The University advertised for proposed rates for an HMO plan, a fully insured Preferred Provider Plan, or other alternates which are equal to or better than the current coverage.

After analyzing the proposed rates and receiving a recommendation from the Fringe Benefits Committee, it is recommended that Healthsource Arkansas be approved as the University of Central Arkansas group health insurance carrier for the 1994-95 fiscal year beginning July 1, 1994.

The proposed (1994-95) Healthsource Arkansas plan and benefit rates as compared to the current (1993-94) HMO Arkansas plan are as follows:

(1) <u>Plan:</u>	<u>Current 1993-94 HMO Arkansas Plan</u>	<u>Proposed 1994-95 Healthsource Arkansas Plan</u>
Primary Care Physician Office Visit	\$10.00 per visit	\$5.00 per visit
Specialist Office Visit	\$10.00 per visit	\$15.00 per visit
Inpatient Hospital Care	\$200.00 copay per day with five day max. (\$2000 max. per person, \$4000 max. per family per calendar yr.)	\$400.00 copay per admission per person (\$400 max. per person, \$800 max. per family per calendar yr.)
Emergency Room (waived if admitted)	\$25.00 per visit	\$25.00 per visit
Prescription Drugs	\$10.00 generic \$15.00 brand name	\$ 5.00 generic \$10.00 brand name
Vision Care - Annual Exam	Not covered	\$5.00 per visit
Pre-Existing Conditions	50% 1st 280 days of contract - new hires	None
OB/GYN	1 visit per year for routine exam	Unlimited visits per year

The plans provide 100% coverage for services in the above categories after payments are made by the employee. The Conway Regional Medical Center, St. Vincent Infirmary Medical Center,

local primary care physicians, specialists, and pharmacies are included in the Healthsource Arkansas HMO plan.

(2) Rates: The proposed plan rates are for the period July 1, 1994 through June 30, 1995.

<u>Health Plan</u>	<u>HMO Arkansas Current Rates 1993-94</u>	<u>Health- source Proposed Renewal Rates 1994-95</u>	<u>HMO Arkansas Current Employer Cost 1993-94</u>	<u>Health- source Proposed Employer Cost 1994-95</u>	<u>HMO Arkansas Current Employee Cost 1993-94</u>	<u>Health- source Proposed Employee Cost 1994-95</u>	<u>Employee Payroll Deduction Decrease 1994-95</u>
Individual	\$122.81	\$115.00	\$122.81	\$115.00	-0-	-0-	-0-
2-Party (Employee & Spouse)	245.63	230.00	122.81	115.00	\$122.82	\$115.00	<\$7.82>
Family	356.17	335.00	122.81	115.00	233.36	220.00	<13.36>
Special Family (Both spouses employed)	356.17	335.00	245.62	230.00	110.55	105.00	<5.55>

Dr. Chakales stated that he has personally dealt with Healthsource; they are an excellent group of people and do an excellent job.

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

"BE IT RESOLVED: THAT THE PRESIDENT IS AUTHORIZED TO EXTEND EMPLOYEES HEALTH INSURANCE CONTRACTS WITH HEALTHSOURCE ARKANSAS FOR THE PERIOD JULY 1, 1994, THROUGH JUNE 30, 1995."

Life Insurance Contract (August 1, 1994 - July 31, 1995) - The present life insurance contracts with US Able and Sun Life of Canada for University employees and retirees will expire July 31, 1994. The University has requested proposed rates from several companies for the 1994-95 fiscal year with the option of continuing those rates for an additional four years.

Current Plan: The current life insurance program for employees and retirees provides the following coverage:

Employee: Basic coverage (paid for by the University) equal to employee's annual salary (rounded up to next \$1,000) with a minimum of \$10,000 for full time employee.

Optional coverage (paid for by the employee) available in the same amount as basic coverage.

At age 65 the amounts of basic and optional coverage decrease 35%.

Retiree: Amount of coverage based on final annual salary.

The retiree is responsible for premiums beyond age 70.

Current Rates: The present coverage is provided jointly by US Able and Sun Life of Canada at the following rates:

The rate for the first \$10,000 of coverage for employees is \$.25 per \$1,000. The cost for all additional coverage for employees and all coverage for retirees is \$.306 per \$1,000.

After analyzing the proposed rates and receiving a recommendation from the Fringe Benefits Committee, it is recommended that Boston Mutual Life Insurance Company, represented by W. Robert Atkins, be approved as the University of Central Arkansas group life insurance carrier for the fiscal year 1994-95 beginning August 1, 1994.

The proposed plan and benefit rates are as follows:

- (1) Plan: The proposed plan represents the same life insurance coverage as the current plan.
- (2) Rates: The rates are \$.27 per \$1,000 for all employees and retirees as identified in the current plan.

The plan benefits are for the period August 1, 1994 through July 31, 1995.

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

**"BE IT RESOLVED: THAT THE PRESIDENT IS AUTHORIZED TO EXTEND EMPLOYEES LIFE INSURANCE CONTRACTS WITH BOSTON MUTUAL LIFE INSURANCE COMPANY, REPRESENTED BY W. ROBERT ATKINS, FOR THE PERIOD AUGUST 1, 1994 THROUGH JULY 31, 1995."**

Additional TIAA/CREF Funds: Growth Account and Equity Index Account - TIAA-CREF has announced that on July 1, 1994, CREF will offer two new equity funds: the Growth Account and the Equity Index Account.

The new accounts expand the range of investment choices available to UCA participants. The Growth Account will invest in common stocks selected for above-average potential returns, while the Equity Index Account will invest in a diversified portfolio tracking the overall U.S. stock market.

Both new accounts can be used for accumulating and receiving income and will have the same allocation, transfer and benefit payment options as the other CREF funds. Participants will receive transaction records, accumulation totals, unit values, and other information through regular reports and toll-free telephone systems.

Allocation & Transfer. If the UCA Board approves, CREF may be allocated and/or transferred to two new CREF options that will be available July 1, 1994. One will be the Growth Account and the other the Equity Index Account.

The President recommends to the Board that plan participants be given the option to allocate and/or transfer to the two new CREF accounts, the Growth Account and the Equity Index Account.

Therefore, in order to carry out the foregoing recommendation, the following resolution to amend Board Policy No. \_\_\_\_ was adopted upon motion by Mr. Harding with a second from Mrs. Goode:

**"BE IT RESOLVED: THAT A NEW PARAGRAPH BE ADDED TO BOARD POLICY NUMBER \_\_\_\_ THAT PROVIDES: EFFECTIVE JULY 1, 1994 PLAN PARTICIPANTS MAY ALLOCATE AND/OR TRANSFER CREF CONTRIBUTIONS TO THE CREF GROWTH ACCOUNT AND THE CREF EQUITY INDEX ACCOUNT."**

Athletic Gate Receipts - Act 366 of 1991 (A.C.A. §6-62-801--806) requires the funding of the athletic program from the following sources: (1) athletic-generated income, (2) athletic fees charged to students, (3) profits and balances from other auxiliary enterprises, and (4) an allowable \$450,000 transfer from unrestricted Education and General funds.

Ticket prices for UCA home football and basketball games have remained constant for many years. It is proposed that these ticket prices be increased to be more in line with those charged by similarly situated NCAA Division II schools, effective Fall, 1994.

Payment of the student athletic fee entitles UCA students to free admission. UCA faculty and staff also receive free admission. Therefore, the ticket price increase would not affect them.

The proposed changes in ticket prices are as follows:

	Current	Proposed
Students	\$3.00	\$4.00
Adults	\$4.00	\$6.00
Reserved Seats	\$5.00	\$7.00
Pre-Season Tickets Reserved	\$3.50/game	\$4.50/game

It is estimated that these increases will produce an additional \$6,300 per annum in gate receipts.

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

**"BE IT RESOLVED: THAT THE UCA BOARD OF TRUSTEES ADOPTS THE FOLLOWING SCHEDULE OF TICKET PRICES FOR UCA FOOTBALL AND BASKETBALL GAMES, EFFECTIVE FALL 1994:**

<b>STUDENTS</b>	<b>\$4.00 PER GAME</b>
<b>ADULTS</b>	<b>\$6.00 PER GAME</b>
<b>RESERVED SEATS</b>	<b>\$7.00 PER GAME</b>
<b>PRE-SEASON TICKETS RESERVED</b>	<b>\$4.50 PER GAME"</b>

University Physician - Some months ago, a committee was appointed by the President to advertise for, accept, and evaluate proposals for physician services for the student health center and the athletic program. The committee consisted of:

John Smith, Vice President for Student Affairs  
 Paul Totten, Director of Purchasing  
 Sallie Dalton, Compliance Officer, Department of Athletics  
 Ronnie Williams, Assistant to the President  
 Barbara Williams, Chair of Nursing Department  
 Jane Lammers, Health Education faculty member  
 Vicki Hubbard, university nurse, and  
 Brad Lacy, President of the Student Government Association

All local physicians were contacted and an advertisement requesting proposals was placed in the Conway newspaper. Two proposals were submitted and were evaluated by the committee; one from Dr. Bob Rook and one from Dr. John Smith. The evaluation included personal interviews with the two physicians who submitted proposals.



Dr. Smith has provided physician services for the past several years; he is affiliated with the Banister-Lieblong clinic which has provided services for many years.

Dr. Rook, a well-known local physician, is an alumnus of UCA.

The possibility of dividing the services so that one physician would provide services for the athletic program and the other would serve as supervisor of the student health clinic was discussed with both physicians. Both stated that they would not be willing to do so. In view of their decision not to accept a split assignment President Thompson recommended to the Board, in line with the unanimous recommendation of the above committee, that Dr. John Smith be chosen as the university physician. President Thompson stated that it is his understanding that the recommendation from the committee was based solely on the fact that Dr. Smith is in a clinic where there are several physicians and Dr. Rook is a sole practitioner. There was concern about a sole practitioner being able to cover athletic events and supervise the student health center as well.

Mr. Aydelott asked if the only deficiency in Dr. Rook's proposal is the fact that he is a sole practitioner. President Thompson answered affirmatively and stated that UCA is entirely satisfied with the services received from Dr. Smith and would be perfectly happy to be doing business with Dr. Rook.

Mr. Aydelott moved that Dr. Bob Rook be selected as the university physician. The motion was seconded by Mr. Malone and passed unanimously.

Resolution for Ben Burton - The following resolution was adopted upon motion by Dr. Chakales with a second by Mrs. Goode:

"WHEREAS, Mr. Ben Burton served, by appointment of the Governor of Arkansas, two seven-year terms on the Board of Trustees of the University of Central Arkansas; and

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

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

WHEREAS, Mr. Burton has made a significant contribution to facilitate the growth and advancement of the University of Central Arkansas and higher education; and

WHEREAS, Mr. Burton has distinguished himself not only as a member of the Board, but also as an alumnus of the University of Central Arkansas and a citizen of the State of Arkansas;

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

RESOLVED, that a copy of these resolutions be made a part of the minutes of the University of Central Arkansas Board of Trustees meeting".

Other:

(1) Mr. Malone encouraged the Board to consider meeting at least six times per year (bimonthly). He stated "I think that there's a lot of business that goes on with this institution and to try to cover it on a quarterly basis is difficult at best."

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

"BE IT RESOLVED, THAT THE BOARD OF TRUSTEES INCREASE THE NUMBER OF BOARD MEETINGS TO AT LEAST SIX PER YEAR AND THAT BOARD MEETINGS BE HELD IN A ROOM THAT IS CAPABLE OF COMFORTABLY ACCOMMODATING BOARD MEMBERS AS WELL AS A REASONABLE NUMBER OF PERSONS WHO ARE INTERESTED IN UNIVERSITY AFFAIRS."

President Thompson suggested that at least two Board meetings per year be scheduled in conjunction with commencement exercises.

Dr. Chakales disagreed stating that there is too much business to be conducted during Board meetings for them to be held the same day as commencement.

(2) Mr. Aydelott requested a status report from the committee to review needs of the President's House. He suggested that the committee's scope be expanded and requested that they consider the utilization of the facility in some capacity other than a residence for the president. Mr. Aydelott stated that the house could possibly be used for alumni offices or for Board of Trustees meetings.

Mrs. Goode stated that the house is in a bad state; and, even if the facility is used for some other purpose it will still need major repairs including handicapped accessibility. Also, there is only one small restroom to accommodate the public. Other problem areas are plumbing and electricity. Mrs. Goode further stated that the facility is large and is used extensively, therefore, upkeep is costly; however, alumni of the university can take pride in the fact that the president lives near the campus; it is an open house and it conveys warmth and the kind of spirit that she hopes the university maintains for years to come.

Dr. Chakales stated that the house is to be considered a historical landmark of the university; it has nothing to do with President Thompson, per se. He thinks that the house should be looked at as part of the identification of the University of Central Arkansas and that it needs to be kept in a state of repair whether it be used as the president's residence or for some other purpose. Dr. Chakales pointed out that when renovation funds were previously allocated they were not intended to benefit Dr. Thompson personally. He further stated that the amount of money being discussed for renovations toward the total economic value of the entire campus is very small.

Mr. Harding stated that the university is charged with the maintenance of that building just as with any other building on campus. Also, the present facility is inadequate for large groups of people. He pointed out that although Dr. Thompson is the current resident of the house, whatever is done to the facility is to benefit the university - not to accommodate Dr. Thompson. He feels the Board is required to upgrade the facility for safety purposes; he looks forward to bringing a proposal to the Board shortly.

President Thompson stated for the Board's information that according to a nationwide survey received recently, approximately 50% of universities require the president to reside in a house provided by the university.

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

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Dalda Womack, Chairman

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Madison P. Aydelott III, Secretary