

The Board of Trustees of the University of Central Arkansas convened in regular meeting Friday, December 9, 1994 at 3:00 p.m. in the Fireplace Room with the following officers and members present, to-wit:

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

and with the following absent, to-wit: None

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

Minutes of the October 20, 1994 meeting were approved as circulated on motion by Mr. Harding with a second from Dr. Chakales.

#### PRESIDENT'S REPORT

President Thompson reported on the following items:

Dates for Future Board Meetings - The following dates have been tentatively scheduled for future board meetings:

1. Friday, February 10, 1995
2. Friday, March 31, 1995
3. Friday, May 12, 1995
4. Friday, August 11, 1995

President Thompson requested board members to let him know if there are conflicts.

Construction Update on Laney Building - UCA has accepted the Laney Building as substantially complete. The Physical Therapy Department already occupies a wing of the building and the Chemistry Department is in the process of moving into the facility. The building will be fully occupied within the next few weeks.

**Report on Completion of FY 93-94 Legislative Audit** - Although a final report has not yet been received, the legislative audit for fiscal year 1993-94 has been completed with no major problems being reported.

**Health, Physical Education and Recreation Building Presentation** - President Thompson discussed the general outline of what is being considered for this proposed facility including possible locations. In responses to questions from board members President Thompson stated that the facility would house recreational facilities (i.e. playing courts, swimming pool, jogging track, dressing rooms, etc.), cost between \$15-20 million, and be constructed within the next five years if funds become available. President Thompson emphasized that the building is strictly tentative and funds are not currently available.

President Thompson also displayed a model of the proposed AETN/UCA joint facility and discussed how its location would affect plans for the HPER building.

**Litigation Update** - The following is a report on the status of litigation against UCA as of November 3, 1994.

Hill v Board of Trustees of UCA, et al., No. LR-C-94-345 (E.D.Ark.). Mr. Wilton Hill, a Department of Public Safety Officer, has sued UCA in federal court for race and age discrimination and retaliation. Mr. Hill contends that UCA discriminated against him on the basis of his race by paying him a lower salary than a white employee with less seniority. Mr. Hill claims that he was subsequently denied a promotion to Uniform Commander based on his race, his age and in retaliation for filing the previous discrimination complaint. Mr. Hill is seeking promotion to the position of Uniform Commander, back pay, compensatory damages in excess of \$50,000, punitive damages in excess of \$50,000, attorney fees and costs.

Armstrong v Thompson et al., No. 94-08928 (Pulaski County Circuit). Mr. James Armstrong, the former director of UCA's Intramurals Program, has filed this lawsuit against Dr. Thompson, the members of the UCA Board of Trustees, and Dr. John Smith. All defendants are sued in both their individual and official capacities. Mr. Armstrong contends that his termination was based on race discrimination in violation of the Arkansas Civil Rights Act. He argues that the Board of Trustees' decision to allow Dr. Thompson but not Mr. Armstrong to attend the executive session was a racially discriminatory application of the Arkansas Freedom of Information Act. He further contends that the defendants



have defamed him, both verbally and through what he refers to as the University's publication, "Log Cabin". Mr. Armstrong seeks reinstatement, back-pay, front-pay, costs, attorney fees, and actual and punitive damages totalling \$400,000. UCA has filed an answer denying the complaint and contesting the court's jurisdiction over a suit against the state.

Denton v Smith et al., No. E-93-245 (Faulkner County Chancery). On March 11, 1993, Heather Denton, a UCA student, filed a petition for a temporary restraining order seeking to prevent UCA from suspending her from school for three years for violation of the UCA policy prohibiting possession of weapons on campus. Ms. Denton claimed that she did not know the gun was in her possession. The court entered the TRO and subsequently granted a permanent injunction, finding that the policy violated the student's right to substantive due process. The court denied the plaintiff's request for attorney's fees and costs. The case is on appeal to the Arkansas Supreme Court and a decision is expected by the end of the year.

Gibson v UCA, EEOC No. 251-94-0303. Ms. Gibson contends that she was not selected for the position of Director of Disability Services/Assistant Director of Minority Affairs due to her race, white, and her disability. UCA has denied the charge and is awaiting a decision by EEOC.

Barthel Huff v UCA, EEOC No. 251-94-0944. This is Dr. Barthel Huff's second age discrimination charge based upon UCA's failure to select him for a second faculty vacancy in the Department of Mathematics and Computer science. UCA has denied the charge and is awaiting a decision by EEOC.

Patricia Hathaway v UCA, EEOC No. 251-94-1102. Ms. Hathaway, an employee in the Housing Department, has charged that UCA discriminated against her based upon her age when she was not promoted to the position of Accounting Technician II. UCA has denied the charge and EEOC has issued a determination that no discrimination occurred.

Walter Hathaway v UCA, EEOC No. 251-93-1346. Mr. Walter Hathaway was an employee in UCA's Physical Plant. Mr. Hathaway charged that UCA discriminated against him on the basis of his age when he was not selected for the positions of Financial Aid Officer II, Equipment Operator I, and Custodial Supervisor II. UCA has denied the charge and is awaiting a determination from EEOC.

Walter Hathaway v UCA, EEOC No. 251-94-0809. Mr. Hathaway filed a second charge alleging that he was discharged from his position as Equipment Operator I in retaliation for his filing an age discrimination claim against UCA. The university has denied the charge and is awaiting a determination from EEOC.

Curtis v UCA, 94-567C-CC (Claims Commission). Ms. Curtis seeks reimbursement for medical expenses incurred when she fell and injured herself on campus. UCA has denied liability and has pointed out that the expenses will be covered by medical insurance. UCA expects that this case will be dismissed.

**Legislative Update (Funding Outlook)** - The Higher Education Budget Sub-committee of the Arkansas Legislative Council/Joint Budget Committee has begun its hearings in preparation for the upcoming legislative session. UCA made its presentation to the subcommittee yesterday. President Thompson stated that at this time it is too early to predict funding recommendations.

President Thompson distributed information prepared by the Arkansas Department of Higher Education which indicates that UCA has the lowest administrative cost per FTE of any other public institution of higher education in the state including both four-year and two-year institutions. In response to a question from Mr. Harding, President Thompson explained that UCA's efficiency is a result of fewer administrative positions and lower salaries.

### **EXECUTIVE SESSION**

Executive session was declared upon motion by Mr. Womack with a second by Mr. Malone.

### **OPEN SESSION**

Open session was declared upon motion by Mr. Harding with a second by Mrs. Goode.

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

**"BE IT RESOLVED: THAT THE UCA BOARD OF TRUSTEES APPROVES THE FOLLOWING ADJUSTMENTS FROM RESTRICTED FUNDS, ADJUSTMENTS (PART-TIME), APPOINTMENTS, APPOINTMENTS FROM RESTRICTED FUNDS, APPOINTMENTS (PART-TIME), PROVIDED, HOWEVER, THAT THE ADMINISTRATION**



**IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE."**

**Adjustments from Restricted Funds:**

1. Linda Graham, Instructor/Grant Coordinator Clinic Supervisor, Speech-Language Pathology, Term, Non-Tenure Track, effective August 17, 1994 through May 17, 1995, change @ a gross salary of \$24,000.00 to a gross salary of \$24,500.00.
2. Sharon Ross, Instructor/Project Coordinator/Clinical Supervisor, Speech-Language Pathology, Term, Non-Tenure Track, effective August 17, 1994 through May 17, 1995, change @ a gross salary of \$24,000.00 to a gross salary of \$24,500.00.

**Adjustments, part-time:**

1. Rebecca R. Carr, Clinical, part-time, Speech-Language Pathology, change Fall Semester @ a gross salary of \$2,125.00 to a gross salary of \$2,725.00.
2. Gwen Galloway, Clinical Supervisor, part-time, Nursing, change Fall Semester @ a gross salary of \$3,224.00 to a gross salary of \$4,154.00.
3. Toby Hart, Instructor, part-time, Kinesiology & Physical Education, change Fall Semester @ a gross salary of \$2,800.00 to a gross salary of \$3,733.34.
4. Suzanne Nicklas, Instructor, part-time, Music, change Fall Semester @ a gross salary of \$3,500.00 to a gross salary of \$3,750.00.

**Appointments:**

1. Robin Hayes, Instructor/Grant Coordinator, Health Sciences, Term, Non-tenure track, effective October 1, 1994 to July 1, 1995 @ a gross salary of \$13,500.00.
2. Clayton Holmes, Instructor, Physical Therapy, tenure track, effective January 1, 1995 through May 17, 1995 @ a gross salary of \$19,750.00 (based on \$39,500.00 9-month salary).
3. Amanda Moore, Assistant Librarian, Torreyson Library, non-faculty appointment, effective January 3, 1995 to July 1, 1995 @ a gross salary of \$13,679.26 (based on \$27,500.00 per annum).

**Appointments from Restricted Funds:**

1. Ronald Bramlett, Grant Evaluation Director, effective October 1, 1994 to July 1, 1995 @ a gross salary of \$13,080.00.
2. Donald E. Culwell, Professor/Principal Investigator, Natural Heritage Grant, effective August 1994 @ a gross salary of \$5,000.00.
3. Rebecca Harrington, Research Associate/Assessment Supervisor, effective October 1, 1994 to July 1, 1995 @ a gross salary of \$23,400.00.
4. William Kordsmeier, Associate Professor/Faculty Internship, Center for Management Development, effective December 1, 1994 through April 30, 1995, @ a gross salary of \$3,000.00.

**Appointments, part-time:**

1. Rebecca R. Carr, Clinical, part-time, Speech-Language Pathology, effective Spring Semester @ a gross salary of \$3,400.00.
2. Kaye R. Clanton, Instructor, part-time, Physics & Astronomy, effective Spring Semester @ a gross salary of \$2,100.00.
3. Bob Courtway, Instructor, part-time, Physical Education & Kinesiology, effective November 1, 1994 to December 16, 1994 @ a gross salary of \$234.00.
4. Nina Goza, Instructor, part-time, Accounting, effective October 26, 1994 to December 16, 1994 @ a gross salary of \$1,050.00.
5. Cristi Harris, Clinical, part-time, Speech-Language Pathology, effective Spring Semester @ a gross salary of \$3,400.00.
6. Helen Heron, Instructor, part-time, Psychology & Counseling, effective Spring Semester @ a gross salary of \$1,400.00.
7. Barbara Lorince Hogan, Clinical Supervisor, part-time Speech-Language Pathology, effective Spring Semester @ a gross salary of \$1,913.00.



8. Jamie Holley, Clinical, part-time, Speech-Language Pathology, effective Spring Semester @ a gross salary of \$2,125.00.
9. Robert Jones, Lab Supervisor, part-time, Physical Therapy, effective October 7, 1994 to December 16, 1994 @ a gross salary of \$1,440.00.
10. Kate Kamakahi, Instructor, part-time, English, effective Spring Semester @ a gross salary of \$2,800.00.
11. Mary Jane Lack, Clinical Supervisor, part-time, Speech-Language Pathology, effective September 1, 1994 to December 16, 1994 @ a gross salary of \$4,800.00.
12. Mary Jane Lack, Clinical Supervisor, part-time, Speech-Language Pathology, effective Spring Semester @ a gross salary of \$5,950.00.
13. Joseph Laface, Instructor, part-time, Economics & Finance, effective Fall Semester @ a gross salary of \$1,500.00.
14. Hsiao-Hung Lee, Instructor, part-time, Transitional Studies, effective Fall Semester @ a gross salary of \$1,400.00.
15. Karen Lock, Clinical, part-time, Speech-Language Pathology, effective Spring Semester @ a gross salary of \$2,125.00.
16. Maude Lynch, Lab Supervisor, part-time, Physical Therapy, effective October 7, 1994 to December 16, 1994 @ a gross salary of \$1,440.00.
17. John McAllister, Lab Supervisor, part-time, Physical Therapy, effective September 7, 1994 to December 16, 1994 @ a gross salary of \$1,920.00.
18. Ella Myshak, Instructor, part-time, Foreign Languages, effective Fall Semester @ a gross salary of \$10,000.00.
19. Maurice E. Ness, Instructor, part-time, Psychology & Counseling, effective Spring Semester @ a gross salary of \$1,500.00.
20. Alan Phillips, Lab Supervisor, part-time, Physical Therapy, effective October 7, 1994 to December 16, 1994 @ a gross salary of \$1,440.00.

21. Clyde Reese, Professor/Interim Chair, part-time, Psychology, effective November 8, 1994 through December 21, 1994 @ a gross salary of \$525.00.
22. Jennifer Roe, Lab Supervisor, part-time, Physical Therapy, effective September 7, 1994 to December 16, 1994 @ a gross salary of \$1,920.00.
23. Dickie Thommason, Assistant Instructor, part-time, Mathematics/Computer Science, effective October 26, 1994 to December 31, 1994 @ a gross salary of \$1,750.00.
24. Karen Webb, Lab Supervisor, part-time, Physical Therapy, effective October 7, 1994 to December 16, 1994 @ a gross salary of \$1,920.00.
25. Ann E. Woodruff, Instructor, part-time, Psychology & Counseling, effective Spring Semester @ a gross salary of \$3,000.00.

Mr. Aydelott moved to extend President Thompson's contract retroactively from June 30, 1994 to July 1, 1997. The motion was seconded by Mr. Womack and passed. Mr. Malone abstained stating that he was unaware that this issue would be voted on and, therefore, did not have enough time to consider the matter.

### NEW BUSINESS

**Resolution Expressing Appreciation to City of Conway for Help in Covering Stone Dam Creek** - The following resolution was presented as requested by the Board at its October 20, 1994 meeting. Action was not required.

#### **WHEREAS,**

The University of Central Arkansas was founded in the City of Conway, Arkansas in 1907. Since that time community and university leaders have recognized the need to coordinate efforts and resources to maximize the benefits to citizens and to students.

#### **WHEREAS,**

Good friends and good working relationships are often not recognized formally, more frequently being understood, implied, expected, or even taken for granted.



**WHEREAS,**

The City has joined the University in a cooperative effort to encase a portion of the major drainage ditch, referred to as Stone Dam Creek.

**THEREFORE, BE IT RESOLVED,**

The University of Central Arkansas Board of Trustees wishes to acknowledge and make public its profound appreciation to the citizens of Conway, the Mayor and the members of the Conway City Council for their commitment and spirit of cooperation, to support and affirm the cooperative vision of our predecessors, and to look forward to a mutually prosperous future.

Signed this \_\_\_\_ of \_\_\_\_\_, 1994.

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Joe White, Chairman

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Madison P. Aydelott III, Vice Chairman

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Rush Harding III, Secretary

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Jerry Malone

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Harold H. Chakales

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Dalda Womack

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Elaine Goode

**Selection of Architect for Wingo Hall** - At the October 14, 1994 Board meeting, the President indicated to the Board that Wingo Hall needs a substantial renovation to keep it in service for an extended period of time. It is a sound structure and can be kept in service for many years with proper renovation, including replacement of its operating systems. Several possible uses of this facility were discussed, including continued use as a residence hall after major renovation, conversion to academic use and conversion to an administration building. The employment of an architect is needed to perform some planning functions and develop preliminary plans and the design concepts for the continued use of this facility. If authorization is granted for the renovation/conversion of this facility at a later time, the architect would then

develop detailed plans and specifications and would be responsible for supervising the construction of the facilities.

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

**"BE IT RESOLVED: THAT THE PRESIDENT IS AUTHORIZED TO EMPLOY AN ARCHITECT FOR THE RENOVATION/CONVERSION OF WINGO HALL."**

**Board Policies Book (Section 600 - Financial Affairs)** - The proposed section of the Board Policies Book generally reflects existing policy on fees, fee waivers, and other financial matters. A few of the sections incorporate substantive changes.

The travel reimbursement policy (No. 605) has been revised to allow university employees to recover their actual expenses for lodging when they travel in-state. Permission to exceed the prescribed per diem must be given in advance by the Travel Administrator. The university has historically allowed employees to recover such expenses when they travel out-of-state.

The guidelines for awarding scholarships (No. 620) have been updated to reflect existing university practice. The fee waiver for Human Development Center personnel (No. 622) has been deleted because it is no longer used. The fee waiver for students in programs covered by professional registrations (No. 622) was revised to include students in nuclear medicine. This program did not exist in 1971 when the waiver was enacted.

The fee structure for the Division of Continuing Education (No. 631) has been revised to clarify that the administration will have authority to set fees and other charges for various not-for-credit conferences, seminars, training and community education classes sponsored by the Division.

A \$5.00 residence hall key deposit (No. 634) is no longer being used. The mandatory health insurance policy for international students (No. 635) has been revised to allow UCA to require the insurance during the summers, as well as the spring and fall semesters, where appropriate.

The library fee policy (No. 640) has been modified to include the existing practice concerning charges for lost books.



A policy has been included to reflect the satellite transmission fees currently being charged by the Small Business Advancement National Center (No. 642).

The only new fee (No. 643) included is designed to recover UCA's costs for the newly established UAMS/UCA telecommunications network. The network was constructed with the aid of two collaborative nursing grants from the Arkansas Department of Higher Education. The line costs set out in the policy were determined by UAMS and have been approved by the University of Arkansas Board of Trustees.

Mr. Malone asked for clarification concerning the new fee (No. 643) for the UAMS/UCA telecommunications network. Mary Stallcup, general counsel, explained that UCA currently has a Space Utilization Policy that allows the university to charge a fee for the use of its facilities. However, the UAMS/UCA telecommunications network is a new facility and at the present time there is no authorization for UCA to charge the market rate for use of this type of facility.

Mr. White and Mrs. Goode expressed their concerns about the library usage fee. Mr. White requested President Thompson to explore the possibilities of modifying the position the Board has taken regarding this fee. President Thompson stated that it will be looked at and be considered, along with other fees, at the March board meeting.

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

**"BE IT RESOLVED: THAT THE UNIVERSITY OF CENTRAL ARKANSAS BOARD OF TRUSTEES HEREBY ADOPTS THE ATTACHED SECTION 600 OF THE BOARD POLICY BOOK, PROVIDED, HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE."**

**Financial Affairs - 600.00**

600	Investment and Collateralization Policy
601	Official Functions Expenditures Policy
602	Minority Purchase Program
603	Use of Collection Agencies
604	Credit Cards
605	Travel Reimbursement Policy
610	Student Aid Satisfactory Progress Policy
611	Student Credit Policy
612	Student Withdrawal & Refund Policy
613	Fee Payment Deadline for Pre-registered Students
620	Guidelines for Awarding Academic and Performance Scholarships
621	Scholarships
622	Fee Waivers - Miscellaneous
623	Fee Waiver for Employees
630	Fees Mandatory for All Students
631	Continuing Education Fees
632	Room and Board
633	Food Service Contract
634	General Administrative Fees



635	International Programs Fees
636	Music Department Fees
637	Child Study Center Fees
638	Student Teacher Fees
639	Physical Therapy Department Fees
640	Library Usage Fee/Lost Book Fee
641	Athletic Ticket Prices
642	Small Business Advancement National Center Satellite Transmission Fees
643	UAMS/UCA Tele-Medical Communications Price Structure for Compressed/Interactive Video
644	Rental Rate for Use of University Facilities
645	Traffic and Parking Decals and Fines

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 600

Page 1 of 3

Subject: Investment and Collateralization Policy

Date Adopted 12/88 Revised \_\_\_\_\_

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INVESTMENTS

Subject to the direction of the President, the Vice President for Financial Affairs shall be responsible for the management of the cash assets of the University of Central Arkansas. The Vice President, or in his absence the Controller, is authorized and directed to invest all funds not needed to meet current cash flow requirements.

In investing University funds, the University shall seek to obtain the highest possible rate of return, with due consideration given to the dollar yield after taking into account the date of maturity, date the funds will be needed, the interest rate quoted, and the default risk factor of the investment.

I. The University may invest in certificates of deposit with a depository institution that is a member of the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, provided that all invested monies in excess of the FDIC/FSLIC limit be collateralized according to the requirements of the University's collateralization policy.

Before investing in certificates of deposit, a formal bid shall be required from depository institutions. The institution submitting the highest stated rate of interest and complying with the collateralization and other investment requirements will be awarded the bid. In the event the highest rate offered results in a tie, the bid will be awarded at the discretion of the Vice President for Financial Affairs based on which institution currently holds the investment and/or other objective methods which are in the best interest of the University.

II. The University may invest in Treasury Bills or other direct and fully guaranteed obligations of the United States and its



agencies. However, funds may be also invested to enhance the investment productivity of endowment, donated, and other funds as follows:

- (A) The University may invest endowment and other funds with an investment management service, such as the Common Fund, that provides asset allocation assistance for colleges and universities. Under this service the funds chosen for investment will be limited to obligations of the United States; Federal agency obligations; domestic and foreign bank certificates of deposit; commercial paper; high quality stocks and bonds; Euro-dollar obligations of U.S. banks; and repurchase agreements.
- (B) The University may invest cash or other gifts donated to the University directly in fully guaranteed obligations of the United States or its agencies; in high quality stocks and bonds; or in other equities and interests.

In order to facilitate in the management of University investments, the President is authorized to enter into the appropriate agreements with investment management services or brokers. In all investment transactions, the University's priority will be in the safety, liquidity, and control of its invested cash.

#### COLLATERALIZATION

A. In order to assure the security of the University of Central Arkansas' demand deposit accounts and its investments, the University's monies shall be fully, and continuously, collateralized whenever such investments/deposits exceed the limits of Federal Deposit Insurance Corporation/Federal Savings and Loan Insurance Corporation or other insurance. Pledged collateral for the University's deposits/investments must meet the following minimum requirements:

- I. The Vice President for Financial Affairs will have authority to enter into a collateral agreement with depository institutions and custodian banks which conforms to the collateral requirements stated in this resolution.

- II. Pledged securities shall be placed in a custodian bank's trust department and a safekeeping receipt shall be issued to the University. The receipts shall be imprinted with the notice that the securities are pledged to the University of Central Arkansas.
- III. The custodian shall deliver the securities to the University upon the sole order of the University's Vice President for Financial Affairs when supported by a verified certificate of the FDIC/FSLIC certifying under seal that the depository institution has failed or refused to pay all or a portion of the deposit due the University by the depository institution and that under the terms of the pledge agreement executed by the depository institution the University is entitled to delivery of the securities described in the receipt(s) or the proceeds thereof. Otherwise the securities shall be delivered only upon the written joint order and instructions of the University Vice President for Financial Affairs and depository institution.
- IV. Pledged securities must consist of bonds or other direct or fully guaranteed obligations of the United States of America; Bonds of the University of Central Arkansas; or direct obligations of the State of Arkansas and Arkansas municipalities and political subdivisions with a Standard & Poor's and/or Moody's rating of at least "A".
- V. All pledged securities shall be valued at market (not par) value, and their aggregate must be equal to at least 110% of the deposits/investments. However, in instances where the President deems it to be in the best interest of the University, he is authorized to require the government obligations securities be not less than 100% of the deposits/investments. The collateral is to be adjusted immediately by the depository institution when its market value falls below the minimum percentage requirement.
- VI. Failure to maintain the minimum collateral requirements may jeopardize the future banking relationship between the University and the depository institution.



- VII. The Vice President for Financial Affairs, or in his absence the Controller, has the right to accept or disallow specific securities offered by the depository institution as pledged collateral. In no event shall the acceptance conflict with the University's minimum collateral standards as stated herein.
- VIII. The depository institution shall provide a monthly pledge report detailing the pledged securities, their respective market value, and ratings (Standard & Poor's and/or Moody's). This report shall be furnished by the 10th working day of the following month.
- IX. Responsibility for the University's adherence to this policy rests with the Vice President for Financial Affairs with the assistance of the Controller. The Internal Auditor has the responsibility to monitor compliance.
- B. The collateral requirements in (A.) above shall not apply to:  
(a) investments with investment management services such as the Common Fund; or (b) equity investments representing funds donated to the University from private sources.

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 601

Page 1 of 1

Subject: Official Functions Expenditures Policy

Date Adopted 10/85 Revised \_\_\_\_\_

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1. No expenditure charged under the heading of Official Functions can be incurred without the prior approval of the President of the University.
  2. Those activities for which expenditures under the heading of Official Functions are incurred would be expected to involve at least one of the following objectives:
    - A. Staff Development,
    - B. University Advancement,
    - C. Activities of the Board of Trustees in Fulfilling its Responsibilities,
    - D. Faculty and/or Student Recruitment,
    - E. Faculty and/or Student Orientation.



UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 602

Subject: Minority Purchasing Program

Page 1 of 3

Date Adopted 12/91 Revised \_\_\_\_\_

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

Definitions:

1. "Advisory Council" or "council" means the Advisory Council to the Division of Minority Enterprise created under Arkansas Code 15-4-303;
2. "Division" means Minority Business Development Division of the Arkansas Industrial Development Commission;
3. "Director" means Director of the Minority Business Development Division of the Arkansas Industrial Development Commission;
4. "Exempt" and "non-exempt" means goods and services classified as either exempt or non-exempt for the purpose of administering this program as shall be determined by

the Office of State Purchasing and the Division of Minority Business Development submitted to the Advisory Council for their review and consideration for the purpose of Act 698 of 1991;

5. "Minority" means a black citizen or black lawful permanent resident of the state of Arkansas;
6. "Procurement" means buying, purchasing, renting, leasing, otherwise acquiring any goods or services;
7. "State Agency" means all departments, offices, boards, commissions and institutions of the State, including the state-supported institutions of higher education;
8. "State Contract" means all types of state agreements, regardless of what they may be called, for the purchase of commodities and services not otherwise exempt;
9. "Agency Contract" means all types of agency agreements, regardless of what they may be called, for the purchase of commodities and services and for the disposal of surplus commodities and services not otherwise exempt.

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

**Minority Purchasing Plan:**

1. A Minority Purchasing Program shall be established within the UCA Purchasing Department to administer the provisions of Act 698 of 1991.
2. A buyer within the UCA Purchasing Department will be designated to be the Minority Business Officer.
3. The UCA Purchasing Official will advise UCA departments of the minority purchasing program and encourage their participation to the fullest in assisting with meeting our goals.
4. The University has named Mr. Paul Totten as the coordinator for developing and administering the compliance plan and Ms.



Cassandra McCuilen-Smith as the Minority Business Officer for UCA.

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

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 603

Subject: Use of Collection Agencies

Page 1 of 1

Date Adopted 6/75 Revised \_\_\_\_\_

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Collection agencies used by the University are authorized to utilize legal counsel when necessary for the collection of delinquent loans, student accounts, and bad checks.



UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 604

Subject: Credit Cards

Page 1 of 1

Date Adopted 3/89 Revised \_\_\_\_\_

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The Board authorizes the President to approve the use of credit cards as a method of paying the University for various fees and purchases of goods and services from the University.

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 605

Subject: Travel Reimbursement Policy

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Date Adopted 6/81 Revised 1/94\*, 12/94

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Employees who travel ~~out-of-state~~ as official representatives of the University may be reimbursed for actual lodging expenses if they exceed the authorized daily maximum. Employees on official travel out-of-country may be reimbursed for actual food and lodging expenses if they exceed the authorized daily maximum. Permission for such an exception must be given by the Travel Administrator in advance of the trip.

\*DFA regulations.



UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 610

Page 1 of 2

Subject: Student Aid Satisfactory Progress Policy

Date Adopted 6/81 Revised 12/84, 5/93

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1. Students must be enrolled and seeking a degree or certificate to receive financial aid. Students who owe a repayment or are in default in any of the Title IV programs will not be eligible for financial aid.
  2. Full-time undergraduate students enrolled in a four-year degree program must complete their degree in five years. Full-time undergraduate students enrolled in degree programs of more than four years must complete their degree in six years. Any semester in which enrollment is less than full time will be considered proportionately.
  3. Students awarded aid on a full-time basis must enroll in and attend at least 12 credit hours. Of those 12 hours, 9 must be completed. Students awarded aid on at least a half-time basis must complete 6 hours. Students awarded aid on less than a half-time basis must complete the hours in which they enroll. Students who do not complete the minimum required credit hours each semester are not eligible for Title IV aid their next semester of attendance, and must pay from other sources the cost of 6 hours at UCA before regaining Title IV aid eligibility. Students who have been administratively withdrawn are not eligible for aid for the next semester of attendance at UCA.
  4. Students may use hours earned during the summer to fulfill the satisfactory progress policy requirements. The student must notify the Financial Aid Office after the progress requirements have been met through summer attendance. Students may repeat up to 12 hours during their degree program and receive aid, but must complete their degree in the specified time. All courses attempted for credit will be used

to determine the student's progress, including those courses where grades of "X," "WP," "W," "NC," are received.

5. To be eligible for Title IV aid during the first four semesters of enrollment, students must maintain the academic requirements as stated in the current catalogue. Academic progress will be monitored at the end of the Spring semester. Undergraduate students entering the fifth semester of attendance must earn and maintain thereafter at least a cumulative 2.0 GPA. Students not meeting the required cumulative 2.0 GPA may regain federal aid eligibility when a cumulative 2.0 GPA is earned.
6. Full-time graduate students must complete their degree program in three years, and must maintain the required cumulative GPA according to the University's Graduate Department Policy. Any semester in which enrollment is less than full-time will be considered proportionately. To be eligible for federal aid, students must be enrolled at least half-time in graduate level courses.
7. Students who have completed their first baccalaureate degree and are seeking teacher certification or a second baccalaureate degree must complete their degree program or teacher certification in three years if enrolled full-time and may be eligible to receive federal aid for two of those three years. A minimum of 6 hours must be completed each semester to maintain eligibility for aid.
8. Transfer credit hours accepted will be used to determine the student's progress for financial aid purposes. For example, a sophomore who transfers 31 hours from another institution will be allowed four more years to earn a degree at UCA and receive federal financial aid.
9. Students with extenuating circumstances such as an illness of the student, the death of a relative of the student, or a change in degree objective, should contact the Financial Aid Office. To appeal the award decision, the student must write to the Director of Financial Aid and explain the reasons for appealing. The Financial Aid Director's decision may be appealed to the Financial Aid Committee. Decisions of the Committee are final.



UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 611

Subject: Student Credit Policy

Page 1 of 1

Date Adopted 9/76 Revised 12/91

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Upon authorization by the vice president for financial affairs or his designee, credit for registration fees will be approved only when a student's short term financial circumstances and credit history may warrant such action. Credit may be extended to the end of the first nine weeks of any regular session. Credit will not be approved for either summer session or any off campus courses. Failure on the part of the student to meet the terms of the credit agreement may result in mandatory withdrawal from the university.

Since room and board charges can be paid in four installments per semester, credit will not be extended beyond these provisions.

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 612

Page 1 of 2

Subject: Student Withdrawal & Refund Policy

Date Adopted 12/84 Revised 8/92

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The Board of Trustees adopted the refund policy to become effective with the Spring Term 1985.

Withdrawals and Refunds

Fall and Spring Semesters

Students withdrawing from the University by 4:00 p.m. on the 5th Friday of classes will receive a refund as follows:

Withdrawal - 75% of Tuition and Activity Fee will be refunded.

Schedule Adjustments - Beginning the first day of classes, 75% of the difference between the cost of the number of credit hours originally paid for will be refunded.

Refunds of less than \$5.00 will not be granted.

The Post Office Box rent is not refundable.

Summer Terms

Students withdrawing from the University by 4:00 p.m. on the first Friday of classes of each summer term will be refunded 75% of Tuition and Activity Fee.

Students enrolling in ten-week courses who withdraw prior to registration for the second summer term will be refunded all fees paid for the second summer term.

Refunds of less than \$5.00 will not be granted.



Effective August 14, 1992, the following policy will apply to all students who are attending UCA for the first time.

To meet the requirements of the higher education amendments of 1992, any student who is attending the university for the first time, is withdrawing from the university, and is in receipt of Title IV funds: i.e., federal Stafford loans, federal supplemental student loans, federal parent plus loans, federal Pell grants, federal supplemental educational opportunity grants, and federal college work study will, when ineligible, be entitled to refunds as indicated in the "new pro-rata" column below.

All other students who withdraw from the university, any undergraduate who drops classes below full-time status or any graduate student who drops hours during a semester or summer term, will be entitled to refunds, if eligible, according to the "current" column below.

Room and board will be adjusted/refunded for all students on a daily use basis.

Refunds of less than \$5.00 will not be granted.

Refunds of general registration and mandatory fees:

<u>Fall/Spring</u>			<u>Summer Terms</u>		
Current	New Pro-Rata	Week	Current	New Pro-Rata	
75%	90%	1	75%	80%	
75%	80%	2	0%	60%	
75%	80%	3	0%	40%	
75%	75%	4	0%	0%	
75%	75%	5	0%	0%	
0%	60%	6			
0%	50%	7			
0%	50%	8			
0%	40%	10			
0%	0%	11-17			
0%	0%				

Adjustments/refunds in amounts other than those above may be allowed under proper circumstances if approved by the president, vice president for student affairs, or the vice president for academic affairs, or their designees.

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 613

Page 1 of 1

Subject: Fee Payment Deadline for Pre-registered Students

Date Adopted 8/89 Revised \_\_\_\_\_

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The earliest date which may be designated as the deadline for payment of fees by pre-registered students will be "not more than fifteen working days prior to arena registration."



UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 620

Page 1 of 6

Subject: Guidelines for Awarding Academic and Performance Scholarships

Date Adopted 9/76 Revised 12/94

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~~The following guidelines for awarding of scholarships (academic, athletic, performing) were approved with the understanding that final decisions regarding scholarship allocation must meet with the approval of the President and the Board of Trustees.~~

Philosophical Basis for Scholarships:

~~The overriding commitment of the scholarship program is to excellence and the promise of excellence in whatever area the scholarship may be awarded. The scholarship program recognizes the student for his excellence and his commitment to that concept; it is likewise a testimony of the University's dedication to excellence in programming and its commitment to the student's achievement of his highest level of achievement.~~

~~Institutional scholarship programs serve essentially two functions which are vital to both the student and the institution. Students who come to the University with highly developed competencies, talents, and skills deserve to be recognized for those achievements and promise, as well as provided with the opportunities to further develop their potential by working closely with specialists in the academic and performance areas.~~

~~Scholarship programs also enable the institution to seek out the best available student talent which assists the University in the achievement of its unique societal objectives. The first of these is the enrichment of the student mix which enhances the total educational process. The presence of the very bright and the very talented adds a vital dimension to the education of all students.~~

~~Secondly, the activities of the University consist of more than the classroom. More specifically, there is a wide spectrum of~~

~~co-curricular activities. These are not only vital extensions of the basic work of the University; they are also public service and cultural contributions to the student and the community. The success of this vital institutional responsibility requires the participation of competent and highly motivated students, which can best be fulfilled by awarding scholarships.~~



## ~~Guidelines for Scholarship Selection:~~

### ~~1. University Scholarship Committee:~~

~~a. The UCA Scholarship Program will be managed by a University Scholarship Committee. Final decisions concerning the University Scholarship Program will have the approval of the President and the Board of Trustees.~~

~~b. The membership of this committee will be determined as follows:~~

~~Nine members will comprise the committee. Four faculty members will be selected by the Committee on Committees; four members will be selected by the President. Each of these members will serve a four-year term and terms will be staggered. The ninth member and chairman of the committee will be the Director of Admissions.~~

~~c. This committee will have the following duties:~~

~~(1) Conduct an annual review of the scholarship program.~~

~~(2) Recommend total scholarship funding.~~

~~(3) Recommend the funding for each scholarship area.~~

~~(4) Review selection process used by each department of activity.~~

~~(a) Review student application forms.~~

~~(b) Review criteria for selection and renewal to assure consistency.~~

~~(5) Receive applications from departments or activities for new scholarships.~~

### ~~2. Scholarship Office of Record:~~

~~a. The University Scholarship Committee will be assisted by a Scholarship Office of Record. This office will provide~~

~~the committee all necessary scholarship program information.~~

- ~~b. This office will keep a record of each scholarship. It will serve as the clearing house for all information concerning the scholarship program.~~
- ~~c. This office will prepare a scholarship information pamphlet. It will include such things as the philosophical basis for scholarships, application procedures, and criteria for selection and renewal. Each department or activity concerned will assist in the preparation of this pamphlet.~~
- ~~d. The Scholarship Office of Record will be the Office of the Director of Admissions.~~

### ~~3. Funding:~~

- ~~a. The amount of money to be allocated to all scholarships will be included in the annual University budget. This amount will be a certain percentage of the amount of money available to the University in the Education and General Budget. This percentage figure will remain stable; i.e., it should not change each year.~~
- ~~b. Scholarships will be grouped into three areas; academic, athletics, performance.~~
- ~~c. The amount of money to be allocated to each scholarship area will be determined by assigning to each area a percentage of the total amount allocated to all scholarships. These percentage figures may very well change annually.~~
- ~~d. The individual directly responsible for the activity involved will have the primary responsibility for awarding scholarships in that activity. Therefore, the amount of money to be allocated within each scholarship area will be determined as follows:~~
  - ~~(1) Academic. As determined by the Vice President for Academic Affairs.~~



- ~~(2) Athletics. As determined by the Athletic Director.~~
- ~~(3) Performance. As determined by the Performance Scholarship Committee. This committee will be appointed by the Committee on Committees. No member of this committee will be from a department or activity which receives scholarship aid during the current year, or which has applied for scholarship aid for the coming year.~~

#### ~~4. Awarding of Scholarships:~~

- ~~a. The individual directly responsible for the activity involved will have the primary responsibility for awarding scholarships in that activity. The awarding of scholarships will be the responsibility of the following:~~
  - ~~(1) Academic: Vice President for Academic Affairs.~~
  - ~~(2) Athletics: Athletic Director.~~
  - ~~(3) Performance: Department Chairman in which the activity falls.~~
- ~~b. Each department or activity will be responsible to prepare appropriate student application forms and develop appropriate criteria for selection and renewal. To assure consistency, student application forms and criteria for selection and renewal will be reviewed by the University Scholarship Committee.~~

#### ~~5. Annual Review~~

- ~~a. The University Scholarship Committee will conduct an annual review of the UCA Scholarship Program. This review will be conducted in February. A formal report will be submitted to the President.~~
- ~~b. The report will include the following:~~
  - ~~(1) An overview of the current program. This will be in two parts. Part 1, scholarships which are~~



~~funded by UCA; Part 2, those which are externally funded.~~

~~(2) A proposed budget for the academic year one year hence; e.g., for the report prepared in February 1977, the proposed budget would be for academic year 1978-1979.~~

~~(a) Amount of money to be allocated to all memberships.~~

~~(b) Amount of money to be allocated to each scholarship area.~~

~~(3) Recommendations.~~

~~(4) Appendices--Reports from scholarship areas.~~

#### 6. Publicity:

~~The scholarship program will be widely publicized. Appropriate announcements regarding scholarships will be carried in the Echo and on KUCA; colleges will announce them to their majors. Hometown news releases and, where appropriate, state-wide news releases will be made.~~

The following guidelines for award of academic and performance scholarships are approved with the understanding that final decisions regarding scholarship allocation must meet with the approval of the President and the Board of Trustees. (Athletic scholarships are governed by NCAA regulations and are not covered by this policy.)

#### Philosophical Basis for Scholarships:

The purpose of the scholarship program is to identify and support superior ability and achievement. The program is likewise a testimony to the University's dedication to education and the honoring of scholarly effort.

Students who come to the University with highly developed competencies, talents, and skills deserve to be recognized for those achievements and promise, and be provided with the opportunities to further develop their potential.



## Guidelines for Scholarship Selection:

### 1. University Scholarship Committee:

- a. The committee formulates and recommends policy 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.
- b. The membership of this committee will include three administrators appointed by the Vice President for Academic Affairs and five 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.

### 2. Funding:

- a. A budget will be developed each year by the Director of Admissions, working with the Vice President for Academic Affairs, the Vice President for Public Affairs, the Vice President for Financial Affairs and the Dean of Undergraduate Studies.
- b. The amount of money allocated to all scholarships will be included in the annual University budget.
- c. Scholarships will be grouped into two areas: academic and performance.

### 3. Awarding of Scholarships:

- a. The individual directly responsible for the activity involved will have the primary responsibility for awarding scholarships in that activity. The awarding of scholarships will be the responsibility of the following:
  - (1) Academic: Director of Admissions and the Dean of Undergraduate Studies.
  - (2) Performance: Department chairman in which the activity falls.



- b. The director of admissions, the dean of undergraduate studies and the department chair for the performance scholarships will be responsible for preparing appropriate student application forms and developing appropriate criteria for selection and renewal for the performance scholarships. Student application forms and criteria for selection and renewal will be reviewed by the University Scholarship Committee.

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 621

Subject: Scholarships

Page 1 of 1

Date Adopted \_\_\_\_\_ Revised \_\_\_\_\_

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Combination Scholarships - Music - Adopted 12/85

The University offers "Combination Scholarships" to outstanding music students. These are for students who are eligible for ACT Scholarships and who the music faculty desires to award Performing Scholarships. These are one-year scholarships. The ACT Scholarship is renewed based on University policy for each award, and the Performing Scholarship is renewable under existing Music Department and University policy. Students who receive a Combination Scholarship shall use the ACT award to pay for general registration fees, and the Performing Scholarship shall be given to students in a check to help cover other education costs.

ACT Scholarships to Student Athletes - Adopted 8/93

ACT scholarships shall be applied to a student athlete's scholarship eligibility, and any other funds needed to bring the athlete up to his maximum eligibility will be funded from either athletic scholarships or need-based student financial aid programs.

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 622

Page 1 of 2

Subject: Fee Waivers

Date Adopted \_\_\_\_\_ Revised \_\_\_\_\_

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Members of Student Government Association - Adopted 12/75

One-half of the matriculation fees will be waived each semester for members of the Student Government Association. In addition, one-half of the matriculation fees and one-half of the room and board charges (provided the student lives on-campus) are waived each semester for the Vice President, Secretary, and Treasurer. Also, all matriculation fees plus room and board (provided the student lives on-campus) are waived each semester for the President of the Student Senate.

~~Human Development Center Personnel - 2/65~~

~~The university waives all fees for personnel of the Arkansas Human Development Center (formerly Arkansas Children's Colony) who register for credit at the university and who assist the university in its special education program.~~

Governors of Boys and Girls State - Adopted 2/65

A four-year fee remission scholarship is established for the governors of Boys State and Girls State.

Cooperating Teachers - Adopted 3/86

The University of Central Arkansas will provide three hours of tuition waiver to a teacher who serves as a cooperating teacher in any semester. These hours must be used within one calendar year following the end of the semester in which they are earned. The hours are not transferable. A cooperating teacher must use the



first three hours of tuition waiver earned to enroll in a special graduate level course designed to assist the teacher in supervising student teachers. There is no requirement that the course be taken as a part of a degree program. Following completion of that course, the cooperating teacher would be eligible to use any additional hours earned as he or she desires.

Professional Registration Category - Adopted 3/71  
Revised 12/94

The Board established a professional registration category for highly technical programs in which students render a service as a part of their educational activities. Students enrolling in programs covered by the professional registration would pay no registration fee. This would cover students in the senior year of nuclear medicine, radiologic technology and medical technology. It is not necessarily intended to be limited to these two fields, but they are the fields that are currently approved.

Occupational Therapy Program - Adopted 2/83

Out-of-state tuition will be waived for students enrolling in the occupational therapy program as a result of that program's participation in the Academic Common Market.

Graduate Assistants - Adopted 4/85

Students who are non-Arkansas residents and who are awarded a Graduate Assistantship will have their out-of-state tuition waived in addition to receiving the regular stipend paid to Graduate Assistants.

Miss UCA and Others - Adopted 4/69

The following fee remission scholarships are established:

Miss UCA	\$250.00
First Runner-up	\$100.00
Second Runner-up	\$ 50.00
Miss Congeniality	\$ 50.00

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 623

Subject: Fee Waiver for Employees

Page 1 of 2

Date Adopted 4/67 Revised 6/67, 6/68, 11/68, 11/72, 3/73,  
9/75, 1/77, 8/77, 6/83,  
6/84, 12/85, 4/87, 8/91

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Beginning with the first semester or summer term commencing after the starting date of employment, a full-time faculty/staff member, a spouse and/or child of a full-time faculty/staff member may receive fee remission benefits for undergraduate resident courses. A fee of \$10.00 per hour registered will be charged, along with the activity fees assessed other students. The fee remission for children remains in effect for six consecutive years following initial enrollment.

Only unmarried children by birth, legal adoption, and stepchildren living with the employee will be eligible for fee remission. To qualify, they must enter the University within thirty months of their date of high school graduation. A spouse may enroll at anytime.

If an employee resigns during the semester which he/she, or spouse or children are receiving this benefit, the employee will be required to pay a prorata portion of the fee represented by the part of the semester remaining following his/her resignation. If an employee dies or becomes disabled during the years in which any dependents are receiving fee remission, the dependents shall retain their eligibility as if that employee were still employed by the University. The fee remission will be available for younger children of deceased or disabled employees providing they enter the University within thirty months of their date of high school graduation. The fee remission plan will remain in effect for six consecutive years following initial enrollment. For dependents of a deceased or disabled employee to be eligible for this benefit the employee must have been an employee of UCA for five consecutive years prior to death or disability."



There are no restrictions for enrolling in courses scheduled after working hours. An employee may enroll for a course scheduled during the working hours under the following circumstances:

1. The employee must have approval by his/her supervisor and the appropriate vice president before enrolling for a course scheduled during the employee's working hours.
2. During the fall semester and summer term the employee shall forfeit one week of accumulated vacation to compensate for the time lost or the employee's salary will be reduced by 7% during the period in which the course is attended.
3. During the spring semester the employee will not be required to forfeit one week of accumulated vacation nor will the employee's salary will not be reduced by 7% during the term in which the course is attended.
4. No employee may enroll for more than one three-hour course during working hours in any one semester or one summer term.



UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 630

Subject: Fees Mandatory for All Students

Page 1 of 2

Date Adopted 3/94 Revised \_\_\_\_\_

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General Registration Fee - Adopted 3/94

The Board of Trustees approved the general registration fees for undergraduate students to be \$72.00 per hour for a maximum of \$793 for an in-state student enrolled in twelve (12) or more hours and double that amount for an out-of-state student effective, Fall 1993.

General registration fees for graduate students were set at \$93.00 per hour for an in-state student and \$186.00 per hour for out-of-state students.

Student Activity Fee - Adopted 5/81

The student activity fee, effective August 15, 1981, was established at \$15 per semester charged to regular students. Students enrolled for seven or fewer hours will pay half of this \$15 fee.

Student Activity Fee for Summer Term - Adopted 4/84

Effective with the 1984 summer session, the student activity fee was reduced from \$8.50 per term to \$5 per term for each full-time student. Students enrolling for three or less hours in a summer term would pay a student activity fee of \$2.50, and all other students would pay the \$5 activity fee.

Athletic Fee - Adopted 3/91    Revised 3/94

The University of Central Arkansas Board of Trustees establishes a student athletic fee of \$6 per semester credit hour

for the first twelve hours with a maximum of \$72 per semester for students taking twelve hours or more. The designated student athletic fee will also be charged for summer sessions. Athletic fee refunds will follow the same policy as tuition refunds for withdrawing students.

Student Center Fee - Adopted 3/93

The Board of Trustees establishes a special fee of \$4.00 per credit hour, not to exceed \$48.00 for 12 credit semester hours, for the renovation and expansion, maintenance, and operation of the student center and construction, maintenance, and operation of recreation facilities. Of this fee, at least \$3.00 per credit hour will be used for the student center and no more than \$1.00 per credit hour for recreation facilities. This fee will be effective with the fall semester of 1994, and will continue until such time as any bonds financed from the fees herein authorized are retired.

Library Fee - Adopted 3/94

All students will be charged a fee of \$2.00 per semester credit hour for the first twelve hours with a maximum of \$24.00 per semester for students taking 12 hours or more.

Equipment Fee - Adopted 3/94

All students will be charged a fee of \$2.00 per semester credit hour for the first twelve hours with a maximum of \$24.00 per semester for students taking 12 hours or more.

Health/Wellness Fee - Adopted 3/94

All students will be charged a fee of \$2.00 per semester credit hour for the first twelve hours with a maximum of \$24.00 per semester for students taking 12 hours or more.



UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 631

Subject: Continuing Education Fees

Page 1 of 1

Date Adopted 12/75 Revised 8/89, 4/90, 4/92, 3/93, 3/94

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Fees for students enrolling in credit classes through the Division of Continuing Education will be the same as general registration fees charged other students.

A correspondence course registration fee of \$48.00 per credit hour will be charged to in-state students and a fee of \$60.00 per credit hour will be charged to out-of-state students.

An additional fee of \$10.00 will be charged for the rental of each textbook for correspondence courses.

The Division of Continuing Education may impose a ten percent late payment fee on contracts with external agencies and/or groups that fail to pay their bills within thirty days of the date of billing.

A tuition fee of \$350.00 per session will be charged for individuals enrolling in the Community Development Institute.

The administration is responsible for establishing other fees and charges for not-for-credit conferences, seminars, training and community education classes that the Division of Continuing Education originates and sponsors.

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 632

Subject: Room and Board

Page 1 of 2

Date Adopted 3/94 Revised \_\_\_\_\_

The Board of Trustees approves the following schedule of room and board rates for the academic year, effective Fall 1994; and summer conferences and summer terms as set out below for 1995, effective summer 1995.

**Room Rate Schedule**

**Fall & Spring 1994-95**

Double Occupancy Room Rate	\$700.00 per semester
Private Room Rate	\$910.00 per semester
Greek Room Rate	\$5.75 per member/per semester
Minton Hall	\$190.00 per month
(Twelve-month Hall)	

**Summer Terms 1995**

Any Hall	\$220.00 per summer term
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**Summer Conferences 1995**

Youth Rate (Double)	\$ 7.00 per person/night
Adult Rate (Double)	\$ 9.00 per person/night
Adult Rate (Single)	\$ 13.00 per person/night
UCA Student Groups	\$ 5.00 per person

**Apartment 1994-95**

2003 Bruce #1	\$350.00 per month
2003 Bruce #2	\$350.00 per month



2003 Bruce #3	\$300.00 per month
2003 Bruce #4	\$350.00 per month
2003 Bruce #5	\$350.00 per month
2003 Bruce #6	\$160.00 per month
2003 Bruce #7	\$160.00 per month

2005 Bruce A	\$350.00 per month
2005 Bruce B	\$350.00 per month
2005 Bruce C	\$350.00 per month
2005 Bruce D	\$350.00 per month

229 Elizabeth #1	\$350.00 per month
229 Elizabeth #2	\$350.00 per month
229 Elizabeth #3	\$350.00 per month
229 Elizabeth #4	\$350.00 per month
229 Elizabeth #5	\$350.00 per month
229 Elizabeth #6	\$350.00 per month
229 Elizabeth #7	\$350.00 per month
229 Elizabeth #8	\$350.00 per month
232 Elizabeth #1	\$350.00 per month
232 Elizabeth #2	[Manager]
232 Elizabeth #3	\$350.00 per month
232 Elizabeth #4	\$350.00 per month

#### Board Rate Schedule

##### Fall & Spring 1994-95

Any 19-meals per week	\$600.00 per semester
Any 15-meals per week	\$580.00 per semester
Any 10-meals per week	\$560.00 per semester

##### Summer of 1995

Any 19-meals per week	\$225.00 (5 week term)
Any 15-meals per week	\$200.00 (5 week term)

Residence Hall Deposit - Adopted 10/86

Students signing a student housing contract must pay a \$100.00 deposit and must agree that the deposit will be forfeited if the student moves out of university housing during the academic year.



UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 633

Subject: Food Service Contract

Page 1 of 1

Date Adopted 3/94 Revised \_\_\_\_\_

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The following rates under the food service contract with ARAServe, Inc., are approved for the 1994-95 contract year. UCA will receive the commission listed below on the sales

		Rates Per	
		<u>Day</u>	<u>Commission</u>
Off Campus			
Special Groups -	Breakfast	\$2.91	15%
	Brunch	\$3.54	15%
	Lunch	\$3.54	15%
	Dinner	\$3.54	15%
Casual Meal	Breakfast	\$3.40	12%
	Brunch	\$3.95	12%
	Lunch	\$4.20	12%
	Dinner	\$4.20	12%
	Steak Night	\$5.20	12%
	Special Meals	\$5.20	12%

The administration is authorized to sign a one-year contract with ARAServe, Inc., for the operation of the snack bar, bake shop, and Pizza Hut in the Student Center providing that ARAServe, Inc. will pay the University 13% of gross sales for the snack bar and bake shop and 7% of gross sales for the Pizza Hut for the period June 1, 1994 through May 31, 1995, and sign a similar contract with ARAServe, Inc., for the operation of the athletic concessions at Estes Stadium and the Farris Center for the period beginning June 1, 1994 through May 31, 1995, providing ARAServe, Inc. will pay the University 15% of gross sales during the period of this contract.

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 634

Subject: General Administrative Fees

Page 1 of 2

Date Adopted \_\_\_\_\_ Revised \_\_\_\_\_

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Graduation Fees - Adopted 4/92

Undergraduate Degree	\$25.00
Graduate Degree	\$35.00

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

The late registration fee is \$25.00.

Drop/Add Fee - Adopted 4/85

An administrative charge of \$5.00 is enacted.

Graduate School Application Fee - Adopted 5/91

All students applying to graduate school will be charged a fee of \$15.00.

Academic Transcript Fee - Adopted 5/91

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

Returned Check Fee - Adopted 5/91

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

Post Office Box Fee - Adopted 5/91



4 x 5 box	\$ 5.00 per semester
5 1/2 x 6 box	\$20.00 per year
6 1/2 x 11 box	\$20.00 per year
4 x 5 box	\$ 3.00 per summer term

Residence Hall Key Deposit -- Adopted 1/79

~~A key deposit of \$5.00 (\$2.00 returned to the occupant when the key is returned) will be charged to university housing residents.~~

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 635

Page 1 of 1

Subject: International Programs Fees

Date Adopted \_\_\_\_\_ Revised \_\_\_\_\_  
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Student Activity/Administration Fee - Adopted 5/91  
Revised 3/94

International Programs students will be charged an activity/administration fee of \$40.00 per semester for spring and fall semesters and \$20.00 for the summer semesters.

International programs students will be charged an amount sufficient to cover mandatory health insurance coverage during their status as students at the University, inclusive of holiday and vacation periods., ~~fall and spring semester only~~. Students who have insurance policies that meet the minimum standards of the university required policy will be exempt from the policy and may seek a refund of this fee from the Office of International Programs.

Student Application Fee - Adopted 5/91

International programs students will be charged a \$30.00 application fee to cover the costs of additional materials and processing necessary for the admission of international students.

Sponsored Student Administrative Fee - Adopted 8/92

International students on sponsored student scholarships will be charged an administrative fee of \$250.00 per semester to cover the additional costs of administering the scholarships.



UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 636

Subject: Music Department Fees

Page 1 of 1

Date Adopted \_\_\_\_\_ Revised \_\_\_\_\_

UCA Community School of Music Fees - 3/93

The Board of Trustees approves the following fee schedule. The fees apply to a 15-week semester and include a \$5.00 registration fee and range from \$110 to \$440 per term, depending on whether the lessons are to be 1/2, 3/4, or 1-hours in length and whether the instructor is an undergraduate, graduate student, or a member of the faculty.

		1992-1993	1993-1993
		15-Wk	15-Wk
		<u>Semester</u>	<u>Semester</u>
1/2 Hour Lesson	Undergraduate	\$ 95	\$110
	Graduate	133	148
	Faculty	208	225
3/4 Hour Lesson	Undergraduate	140	163
	Graduate	196	219
	Faculty	309	331
1 Hour Lesson	Graduate	260	290
	Faculty	410	440
Suzuki Lessons	Faculty	133	185

Music Lesson Fees - Adopted 1940's\*

A fee of \$25.00 will be charged for a one hour lesson, and a fee of \$40.00 for two hours.

- \* On information and belief, the fee was approved by the Board during the late 1940's and has been levied by UCA since that time.



UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 637

Subject: Child Study Center Fees

Page 1 of 1

Date Adopted 4/80

Revised 4/90, 5/94

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Full-day kindergarten students will be charged \$1,280.00 per child per school year. Pre-kindergarten students will be charged \$20.00 per week for 32 weeks, or \$640.00 per year. The fee for the Early Learners Program will be \$100.00 per child.

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 638

Subject: Student Teacher Fees

Page 1 of 1

Date Adopted 4/80 Revised \_\_\_\_\_

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Student teachers and other education practicum students who request and receive assignments more than 60 miles from Conway are charged a supervision fee as follows:

60 to 80 miles	\$15.00
81 to 100 miles	30.00
Over 100 miles	45.00

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 639

Subject: Physical Therapy Department Fees

Page 1 of 1

Date Adopted \_\_\_\_\_ Revised \_\_\_\_\_

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Application Fee - Adopted 9/73

A \$10.00 non-refundable application fee will be collected from students applying to the professional curriculum in physical therapy. These fees are to be deposited in a trust fund account and disbursements from this account will be made in accordance with existing college policies and regulations.

Applied Fee - Adopted 3/71 Revised 4/80, 8/89, 3/93

An applied fee of \$100.00 per term including the summer session will be charged for the B.S. and M.S. programs in Physical Therapy and for the Physical Therapy Assistant Program. Students will not be charged for the term they are assigned to the clinics.



UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 640

Subject: Library Usage Fee/Lost Book Fee

Page 1 of 1

Date Adopted 3/94

Revised 12/94

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A library usage fee of \$50.00 per fiscal year will be charged to all persons who are not members of the university community (students, staff, faculty) for the receipt of library services, such as checking out materials or requesting bibliographic services. Individuals may enter the library and browse without paying the fee as long as they do not request any library services.

The charge for a lost library book is the cost of the book plus a twenty dollar processing fee. The charge for lost reserve articles is the cost of replacing the article plus a five dollar processing charge. A book may not be replaced with a book brought in by the patron. If a lost book is returned the university will refund the cost of the book but not the processing charge.

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 641

Subject: Athletic Ticket Prices

Page 1 of 1

Date Adopted 5/94 Revised 10/94  
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The UCA Board of Trustees adopts the following schedule of ticket prices for UCA football and basketball games:

STUDENTS	\$ 4.00 PER GAME
ADULTS	\$ 6.00 PER GAME
RESERVED SEATS - FOOTBALL	\$ 7.00 PER GAME
PRE-SEASON TICKETS RESERVED - FOOTBALL	\$ 4.50 PER GAME
PRE-SEASON TICKETS - BASKETBALL	\$20.00 PER SEASON



UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 642

Page 1 of 1

Subject: Small Business Advancement National Center Satellite  
Transmission Fees

Date Adopted 12/94 Revised

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Usage for Monday through Friday from 8:00 a.m. to 4:45 p.m.

1. UCA Classroom or academic use with attendees consisting of 100 percent UCA students, staff, or faculty - \$50 setup fee (per room and event) plus \$30/hour.
2. Government, not-for-profit, and UCA mixed groups from outside the campus - \$50 setup fee (per room and event) plus \$60/hour.
3. Private for-profit outside entities - \$50 setup fee (per room and event) plus \$75/hour.

\* an additional \$50 setup fee will be charged if equipment or room adjustments are necessary.

Taping Fee

One original copy for a flat fee of \$75 for 3 hours or less and \$12/hour for each additional hour.

Additional Charges

Transmissions on Monday through Friday before 8:00 a.m. or after 4:45 p.m. - \$50/day.

Transmissions on Saturday or Sunday - \$150/day.

\* If any abnormal arrangements are required, related fees will be charged on a cost recovery basis.



UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 643

Page 1 of 2

Subject: UAMS/UCA TELE-MEDICAL COMMUNICATIONS  
Price Structure For Compressed/Interactive VideoDate Adopted 12/94 Revised \_\_\_\_\_-----  
BASIC NETWORK LINE ACCESS CHARGES (UAMS/UCA):

ALL UAMS/UCA classes and other scheduled events receive priority.

1. UAMS/UCA EDUCATIONAL . . . . . \$50/hr.  
Rate includes part or all sites available.
2. OFF CAMPUS EDUCATIONAL . . . . . \$50/hr.  
Rate includes any curriculum dictated event by non UAMS/UCA  
campuses. Point to point rate only. Each additional site  
\$10/hr.
3. CONTINUING ED/ADMINISTRATIVE . . . . . \$100/hr.  
Rate is for any UAMS/UCA non-curriculum use of network as  
well as any other state agency. Point to point only. Each  
additional site \$10/hr. Telephone conferencing to non-  
video sites \$10/hr. per site.
4. OUT OF SYSTEM USE . . . . . \$200/hr.  
Any non-related state entity. Point to point rate. Each  
additional site \$50/hr.
5. UCA T-1 line . . . . . \$100/hr  
For use of T-1 line to Little Rock Switch. For users not  
connecting with other UAMS/UCA sites, but with long  
distance carriers to other sites.
6. NON UAMS/UCA NETWORK IN-STATE SITES . . . . . TBA  
Connections with other sites in the state that are not part  
of UAMS/UCA network are determined for individual case  
based on current line costs.
7. All time slots are considered "property" of the purchaser  
after contractual agreements has been agreed on by both



parties. Unless specified, user will be invoiced for the full amount of the contract within 60 days of the first telecast. Fees will be paid to institution originating the program.

#### BASIC SITE CHARGES (UCA):

1. Non-UCA, Education Related . . . . . daytime \$15/hr  
evening & weekends \$20/hr
2. Non-UCA, Non-Education Related . . . . . daytime \$40/hr  
evening & weekends \$50/hr

- The above charges are for use of the telecommunication classroom and equipment only. It does not cover the line rates (network access charges) or the facilitator cost.
- The user agrees to assume complete responsibility for leaving the area in the same condition as it was found.

#### FACILITATOR CHARGES (UAMS/UCA):

A facilitator will be required at each site during transmission. The user can provide a facilitator if the individual is trained and approved by network personnel.

Daytime . . . . .	\$15/hr
Evenings and Weekends . . . . .	\$25/hr

#### CANCELLATION CHARGES (UAMS/UCA):

A \$100.00 fee will be applied if cancellation is requested within 30 day or less prior to the scheduled event.

ANY RELATED COSTS ARE THE RESPONSIBILITY OF THE USER. USER WILL BE INVOICED FOR ALL CHARGES.

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 644

Page 1 of 1

Subject: Rental Rate for Use of University Facilities

Date Adopted \_\_\_\_\_ Revised \_\_\_\_\_

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See Board Policy No. 400.



UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 645.

Subject: Traffic and Parking Decals and Fines Page 1 of 1

Date Adopted \_\_\_\_\_ Revised \_\_\_\_\_

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See Board Policy No. 421.

**Sick Leave Policy for Non-Faculty Employees - Revision** - The university has long maintained a sick leave policy for the benefit of employees who are unable to work because of sickness, injury or for medical, dental or optical treatment. Sick leave may also be granted to employees due to illness or death of the employee's immediate family. On December 6, 1991, the Board approved the catastrophic leave policy which permits employees to donate a portion of their accumulated sick leave for use by other employees under specifically stated conditions.

The university's experience with the use of sick leave and more recently requests and applications for leave from the catastrophic leave bank provides evidence that revisions to the university's sick leave policy, contained in the *Staff Handbook*, would be beneficial to the university community.

After reviewing the university's sick leave policy and examination of policies of other state institutions, both in-state and out-of-state, a committee of the Staff Senate recommended that the current sick leave policy be revised. The full Staff Senate voted to recommend the revisions contained in the following proposed revised staff sick leave policy. (Language which has been added in the proposed revision is shaded).

## **SICK LEAVE**

Sick leave is available to permanent employees working 1,000 hours or more per year. Unlike annual leave, however, sick leave can only be used when the employee is unable to work because of sickness, injury or for medical, dental, or optical treatment. Sick leave may also be granted to employees due to illness or death of a member of the employee's immediate family. Immediate family shall mean the father, mother, sister, brother, husband, wife, child, grandparents, grandchildren, in-laws, or any individual acting as a parent or guardian of an employee. Employees who leave University employment are not entitled to be paid for accrued sick leave.

The following rules and regulations govern the accumulation of sick leave:

1. Full-time employees covered by this handbook accrue sick leave at the rate of one day per month, up to a maximum of 120 days (960 hours), which may be carried over at the end of the calendar year.
2. Permanent employees working less than full time but more than 1,000 hours per year accrue sick leave on a proportionate basis.

3. Permanent full-time or part-time employees who work a partial month accrue leave based on actual days worked.
4. When an employee is laid off due to budgetary reasons or curtailment of activities and is reinstated within six (6) months, accrued sick leave may be restored to his credit.
5. Sick leave may be transferred between State agencies and institutions if there is no break in service. However, in transferring, the employee may be asked to sign a waiver relinquishing all or part of his/her sick leave as a condition of employment.

The following rules and regulations govern the use of sick leave:

1. An employee may not take sick leave in excess of the amount accrued during prior months (current month may not be used).
2. Sick leave cannot be taken in increments less than one hour.
3. Employees who are on sick leave for five (5) or more consecutive days must furnish a certificate of illness from an attending physician. Also, an employee may be required to furnish a certificate from an attending physician if he/she has been sick fewer than five (5) consecutive days. A certificate from a Christian Science practitioner listed in The Christian Science Journal may be submitted in lieu of a physician's certificate:
4. Absences due to sick leave, except in cases of maternity leave, are charged in the following order:
  - A. Earned sick leave
  - B. Earned annual leave
  - C. Leave without pay: Prior approval by the Departmental Manager, appropriate Vice President and President is required.
5. Employees must be approved for one of the three types of leave mentioned above. Excessive absences without approval are grounds for dismissal.
6. Requests to use sick leave should be made in advance if possible.



7. The employee should notify the Departmental Supervisor at the beginning of the workday or as soon as possible on the first day of absence due to illness.
8. If approval cannot be secured in advance, a sick leave request should be filed within two (2) days of the employee's return to work.
9. If an employee fails to make proper notification for use of sick leave as provided herein, such absences will be charged to annual leave or leave without pay. Such determination shall be made at the discretion of the Departmental Manager and appropriate Vice President.

The following rules and regulations govern the misuse of sick leave:

1. If a fraudulent claim of illness is proven, the supervisor will require a certificate of illness from an attending physician for any subsequent use of sick leave.
2. If an employee is suspected of misusing sick leave and a pattern can be established, the supervisor can require a certificate of illness from an attending physician for any use of sick leave.
3. Patterns of illness can be, but are not limited to, the following:
  - a. taking sick leave once or twice a month, leaving a marginal balance;
  - b. taking sick leave (on a consistent basis) on the day of scheduled heavy work assignments;
  - c. using sick leave the day before and/or after weekends and holidays;
  - d. using sick leave routinely, regardless of previously established balances.
4. Misuse of sick leave will be a factor in an employee's performance evaluation.

The following rules and regulations govern the return to work with "light duty" restrictions:



1. When an employee requests to return to work with a physician's "light duty" restriction due to an illness, injury, or surgery, the University reserves the right to determine whether or not the employee can return to work.
2. The University will make reasonable accommodations for the employee's return to "light duty" after considering the following:
  - a. the possibility of aggravation to the employee's injury or illness;
  - b. the ability to perform the work due to the restrictions;
  - c. the availability of "light duty" at the time of return.
3. The employee's physician may be contacted to obtain additional information regarding the "return-to-work restrictions".
4. The University reserves the right to require an evaluation from a physician of its choice when appropriate.

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

**"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES ADOPTS THE REVISED SICK LEAVE POLICY AS STATED ABOVE AS AN AMENDMENT TO THE STAFF HANDBOOK."**

Extension of Long-term Disability Insurance Contract for Calendar Year 1995 - Washington National Insurance Company, the carrier of the university's long-term disability insurance, has proposed a rate decrease for the 1995 calendar year. The proposed rate by Washington National is \$.28 per \$100 of salary paid to regular, full-time employees. This rate represents an \$.08 cent decrease per \$100 of salary. Washington National has proposed the reduction in the rates because of low claims.

Washington National's proposal has been presented to the university's fringe benefits committee and the committee recommends that coverage be extended at the rates offered by Washington National.

In response to a question from Mr. White, Dr. Jim Dombek, Vice President for Administration, explained that Washington National Insurance Company was initially selected as the carrier of UCA's long-term disability insurance following the usual bidding process. He



further stated that renewal of the coverage is recommended without bidding because of the significant rate decrease.

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

**"BE IT RESOLVED: THAT THE PRESIDENT BE AUTHORIZED TO EXTEND THE UNIVERSITY'S CONTRACT FOR LONG TERM DISABILITY WITH WASHINGTON NATIONAL INSURANCE COMPANY FOR THE 1995 CALENDAR YEAR BEGINNING JANUARY 1, 1995 AT A RATE OF TWENTY EIGHT CENTS (\$.28) PER \$100 OF SALARY FOR REGULAR, FULL-TIME EMPLOYEES OF THE UNIVERSITY."**

Authorization to Negotiate for Purchase of Land on Bruce Street - The university has a pressing need for additional parking space near the northwest portion of the campus. Existing parking near Lewis Science Center, Laney Hall, the Farris Center and Estes Stadium is currently inadequate to meet demand at peak periods. Current problems will be exacerbated by the conversion of the pine grove to use as a practice field and by the addition of the Pi Kappa Alpha fraternity house at the corner of Farris Road and Bruce Streets.

The university has identified property owned by Shannon, Inc., that would meet UCA's immediate need for additional parking. The property is the strip of land lying south of the Mansard Apartments on the north side of Bruce Street, extending west to the property owned by the Pi Kappa Alpha fraternity and east to the Farris Center parking lot.

The administration requests authorization to negotiate with the owner, Shannon, Inc., for the purchase of the property.

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

**"BE IT RESOLVED: THAT THE ADMINISTRATION HEREBY IS AUTHORIZED TO NEGOTIATE WITH THE OWNER OF THE PROPERTY FOR THE PURCHASE OF THE STRIP OF LAND LYING SOUTH OF THE MANSARD APARTMENTS ON THE NORTH SIDE OF BRUCE STREET, EXTENDING WEST TO THE PROPERTY OWNED BY THE PI KAPPA ALPHA FRATERNITY AND EAST TO THE FARRIS CENTER PARKING LOT."**



Dr. Chakales commended the editors of the *Echo* on recent issues of their publication.

Mr. Bill Stephens, Director of Athletics, reported on the Gulf South Conference at Mr. Harding's request.

In appreciation to Senator Stanley Russ the following resolution, which was introduced by Mr. White, was adopted upon motion by Mr. Womack with a second by Mrs. Goode:

**WHEREAS, State Senator Stanley Russ is a lifelong resident of Faulkner County and has served the county and the City of Conway in numerous business, community, charitable, church and governmental activities; and**

**WHEREAS, Senator Russ, both as private citizen and as a member of the Arkansas Senate since 1975, has consistently supported education and educational programs as a member of the Senate Education Committee and otherwise; and**

**WHEREAS, Senator Russ has served with distinction as chairman of the Joint Budget Committee of the Arkansas General Assembly, vice chairman of the Insurance and Commerce Committee; and as a member of the Arkansas Legislative Council; and**

**WHEREAS, Senator Russ has shown a commitment to the advancement of learning which has greatly benefited the community, state and the southern region as a member of the steering committee and vice chairman of the Education Committee of the States, and as a member of the Legislative Advisory Board of the Southern Region Education Board; and**

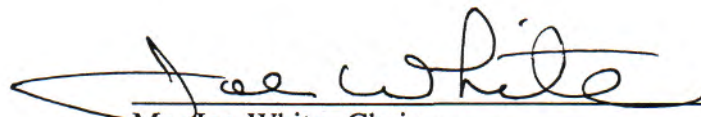
**WHEREAS, Senator Russ was honored as the Outstanding Veteran State Legislator and as one of 10 outstanding legislators in the United States by the national Assembly of State Governmental Employees; and**

**WHEREAS, Senator Russ' support of the University of Central Arkansas includes enthusiastic "Bear backing" that becomes neutral only when athletic teams from his two alma maters, UCA and Arkansas Tech, engage each other; therefore**

**BE IT RESOLVED, that upon the occasion of his election as President Pro Tem of the Arkansas Senate for the 80th General Assembly, the members of**

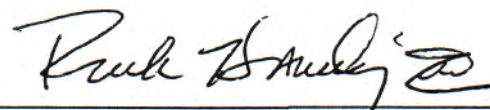
the Board of Trustees of the University of Central Arkansas on behalf of themselves, the administration, faculty, staff, alumni and students of the University of Central Arkansas, do hereby extend to Senator Russ and his wife Nina our gratitude and appreciation for their long and distinguished service to the city of Conway, Faulkner County, the state of Arkansas, the University of Central Arkansas, and to all of education.

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



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Mr. Joe White, Chair



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Mr. Rush Harding III, Secretary