

The Board of Trustees of the University of Central Arkansas convened in a regularly scheduled meeting at 10:00 a.m., October 11, 2013, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present:

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

### **MINUTES**

Minutes of the September 24, 2013, Board meeting were unanimously approved as submitted upon a motion by Kay Hinkle and second by Bobby Reynolds.

### **REPORTS**

Diane Newton, Vice President for Finance and Administration, reported on critical maintenance. A copy of the power-point presentation is attached to these minutes.

Steve Runge, Provost and Vice President for Academic Affairs, updated the Board on the Higher Learning Commission Monitoring Team's upcoming visit in November. A copy of his report is attached to these minutes.

Diane Newton gave a financial update. A copy of the report is attached to these minutes.

President Courtway told the Board that he is forming a task force to study the use of e-cigarettes on campus.

### **ACTION AGENDA**

#### **Strategic Plan – Proposed Revisions to Goals and Objectives**

##### **Strategic Goals and Objectives 2013-18**

Based on input into the 2012-17 strategic plan by the campus community via eleven public forums held in March 2013, the Strategic Planning Committee recommends the following revisions to the Goals and Objectives of the UCA Strategic Plan for 2013-18.

In summary, these revisions would:

- Eliminate negative terminology in the wording of strategic plan objectives;
- Make objectives more concise and action-oriented;
- Transfer former objectives 2D and 2E to actions under objectives 2B and 2A,

- respectively;
- Add a fifth objective under Goal 3 related to departmental maintenance, operation, and equipment funds;
- More fully develop the objectives for Goals 4 and 6; and
- Place the goals in the order of UCA’s abbreviated mission of Academic Vitality, Integrity and Diversity (AVID)

The proposed revisions to the University’s Strategic Plan Goals and Objectives have been reviewed and endorsed by the following groups:

- Strategic Budgeting Advisory Committee;
- Staff Senate;
- Student Government Association; and
- Faculty Senate

A “marked-up” copy of the proposed revisions is attached. Material lined through is proposed for deletion and the language highlighted would be added, if approved.

The following resolution was unanimously adopted upon motion Shelia Vaught and second by Bunny Adcock:

**“BE IT RESOLVED: That the revisions to the University’s Strategic Plan Goals and Objectives, as proposed by the University’s Strategic Planning and Resource Council, are hereby adopted.”**

## **Strategic Plan Goals and Objectives 2013-18**

### **Goal 1: Continue to Foster a Culture of Academic, Scholarly, and Creative Excellence**

- A. **Sustain** Provide a learner-focused environment. ~~for all students.~~
  
- B. **Build and maintain a culture of continuous improvement.** ~~Create a culture of internal assessment through which assertions of excellence are made demonstrable. Each program takes responsibility for meaningfully assessing itself through maintenance of relevant professional and regional accreditation or professional association standards (e.g., NCATE, NCAA), student outcomes, passing and scoring rates on professional qualifying exams (e.g., CPA, teacher accreditation) and exit exams, and through individual college and program strategic planning.~~
  
- C. **Create and institute strategies to achieve university goals related to student recruitment, admission, retention, and graduation.** ~~Examine admission, growth, recruitment, and retention policies regarding traditional and non-traditional undergraduate and graduate students in relation to university's mission.~~

D. Become increasingly competitive in recruiting and retaining excellent faculty and staff.

E. Promote research, scholarship, and creative productivity among faculty, **staff**, and students.

~~D Implement reliable, sustainable, meaningful student evaluations of teaching, as well as peer-to-peer and other forms of teaching/course evaluation that develop growth and trust. Procedures for student evaluations must be developed that produce a high rate of response.~~

~~E Foster life-long learning by providing faculty and staff with ongoing professional growth opportunities, which require adequate, reliable resources for professional training and participation in conferences and other scholarly meetings.~~

Note: Move the former D. and E. objectives to actions under Objectives B and A, respectively.

## Goal 2: **Act With Focus on Integrity and Transparency** at All Levels of Action

~~A. Act with transparency at all levels of the University, recognizing that if we don't practice and model integrity, we can't meet our other five goals. With that fact in view,~~

~~A. Continue Support of faculty/staff/student input into decision-making, thus improving shared governance.~~

B. **Base** Make decisions based on data, evidence, and appropriateness to the university's vision, and mission, **and strategic plan**. ; make those facts clear so that stakeholders can understand and respect decisions.

~~C. Ensure that all units continue to Share information in comprehensive and readily-accessible ways **with all university constituencies**. —up and down the University's administrative chain and also laterally (i.e., across departments and colleges and other units), thereby fostering a campus-wide sense of trust, shared purpose, and high morale.~~

~~B. Make sure that the current SPARC efforts are pursued, assessed, re-evaluated, and part of ongoing dialogue. As current initiatives are accomplished, move others from campus forums into high priority.~~

## Goal 3: Promote Diversity in All Areas

A. Increase gender and racial diversity as highest priorities, but seek also socioeconomic, ethnic, linguistic, cognitive, intellectual, and age diversity in **Attract and support diverse** student, staff, and faculty populations.

**B. Enhance interaction and understanding among diverse groups.**

- C. **Cultivate enriched learning opportunities in a global community.** ~~Enrich global-oriented learning environment.~~

**Goal 4: Develop and Manage the Fiscal Resources Necessary to Provide Ongoing Support For the University's Mission and Strategic Plan**

- A. **Maintain** financial indicators (Moody's bond rating, Higher Learning Commission ratios, cash reserves, and other monitored financial indicators) ~~will be maintained~~ at or above established target levels.
- B. Implement a fiscally-prudent plan ~~will be implemented~~ to provide annual funds devoted to cost-of-living, equity, and merit increases to faculty and staff.
- C. **Establish or augment** faculty, staff, and student research, and development, **and travel** funds. ~~will be established or augmented to provide sufficient annual funding for travel, development, and research support.~~
- D. **Significantly increase** ~~Increases will occur in~~ extramural funding by 42% (from \$6 million to \$8.5 million) and new private gifts and pledges by 62% (from \$4.32 million to \$7 million) by 2017 **as established by university key performance indicators.**
- E. **Establish and implement funding within departments/colleges for equipment and supplies specific to program excellence.**

**Goal 5: Commit to Ongoing Improvement and Innovation in Facilities and Technology**

- ~~A. Develop a comprehensive, centralized strategic plan for Information Technology. This plan should establish a coherent, dependable roadmap for infrastructure and equipment upgrades across campus, including workstation computers and software, faculty and staff computers, and equipment specific to programs, such as lab equipment, video cameras, lighting, stage equipment, art supplies, musical instruments, etc.~~

- A. **Develop and implement a comprehensive, centralized strategic plan for campus technology.**
- B. **Annually review and update, as needed, the campus master plan to guide property acquisition, campus land use, and construction of new facilities.**
- C. **Maintain the value, functionality, and safety of existing facilities and physical infrastructure by judicious investment of maintenance and renovation funding.**

**Goal 6: Increase Engagement with External Partners**

- A. Serve the public and UCA's students by **establishing and maintaining local, regional, national, and global partnerships.** ~~partnering with schools, businesses, industries, foundations, and government agencies in enhancing awareness, knowledge, understanding, and application of relevant disciplines.~~

- B. Strengthen communication, coordination, and prioritization of **outreach and development.** ~~fundraising efforts and needs across campus.~~

### **Strategic Planning and Resource Council - Revisions**

The Strategic Planning and Resource Council is recommending that changes be made to the organization of the Council.

The proposed changes are summarized as follows:

1. All references to this document being an appendix to the Higher Learning Commission Monitoring Report have been removed from the title page.

Rationale: Allows the document to stand alone without being tied to an external report that will eventually become an historical document.

2. The term of office for all Strategic Planning and Resource Council (SPARC) members has been changed from September through August (previous) to June 1 through May 31 (proposed). These changes occur on page three for SPARC Executive Committee, pages three and four for the Strategic Planning Committee (SPC), and on pages five and six for the Strategic Budget Advisory Committee (SBAC).

Rationale: Allows all members of SPARC to begin their terms, and be oriented to committee responsibilities, in the same month. June was chosen as the starting month because the SGA President generally graduates in May.

3. The charge for the SPC and the SBAC has been modified slightly by changing the word "concerns" to "findings" so that the resultant sentence in each charge reads: "To present findings and recommendations to the president and the University campus as a whole." This change occurs on page three for the SPC and on page five for the SBAC.

Rationale: The word "concerns" presumes that the committee will find issues of concern, which may not be the case.

4. The phrase "One Board of Trustee" on page four has been changed to read "One UCA Trustee".

Rationale: This is an editorial change made for grammatical purposes. A Board member is a Trustee, not a Board.

5. The term "initiatives" has been changed to "objectives" in paragraph b. under "Procedures" on page five.

Rationale: These changes were made to reflect current terminology. The term initiatives was retained in paragraph a. under that same heading, because in this instance, "initiatives" is historical.

The following resolution was unanimously adopted upon motion by Bobby Reynolds and second by Elizabeth Farris:

**“BE IT RESOLVED: That the following revisions to the University’s Strategic Plan organization, as proposed by the University’s Strategic Planning and Resource Council, are hereby adopted.”**

Appendix 2.1:  
Strategic Planning and Resource Council (SPARC) **Organization** –  
~~Proposed Reorganization~~

~~**This appendix presents a reorganization plan for the Strategic Planning and Resource Council, bringing together a Strategic Planning Committee and a Strategic Budgeting Advisory Committee. The Faculty Senate, Staff Senate, and Student Government Association have all endorsed the proposal, and the reorganization will be presented to the Board of Trustees for action at its May 2012 meeting.**~~

	<b>1. Strategic Planning and Resource Council</b>	<b>7</b>
a.	Strategic Planning Committee	8
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## Strategic Planning and Resource Council

### Charge:

To coordinate efforts between the Strategic Planning Committee (charged with making recommendations concerning the implementation of the strategic plan initiatives) and the Strategic Budgeting Advisory Committee (charged with making funding recommendations that support strategic plan initiatives and the mission of the university).

### Membership:

The Strategic Planning and Resource Council will have the following members:

- a. One full-time, tenured faculty member, appointed by the president to a three-year term, will serve as chair of the Council. This person will vote only in the event of a tie. The chair will be provided with a one-course reduction in teaching load for the fall and spring terms during her/his term as chair.
- b. The president will appoint a chair-elect at the end of the current chair's second year to serve one year as *ex-officio* before becoming chair.
- c. The chair of the Council, the presidents of the Faculty Senate, Staff Senate, and Student Government Association, and the chair-elect in a year when there is a chair-elect will serve as the executive committee of the Strategic Planning and Resource Council.
- d. All members of the Strategic Planning Committee and all members of the Strategic Budgeting Advisory Committee. Elected/appointed members of the Strategic Planning Committee and the Strategic Budgeting Advisory Committee must be different (with the exceptions of the presidents and vice-presidents of the Faculty Senate, the Staff Senate, and the Student Government Association).

### Procedure:

- a. The chair of the Council and the executive committee will meet monthly to discuss agendas, procedural deadlines, and reporting goals of the Strategic Planning Committee and Strategic Budgeting Advisory Committee. The executive committee functions to inform and assist the chair in this coordinated effort.
- b. The chair of the Council will serve as chair of the Strategic Planning Committee and the Strategic Budgeting Advisory Committee.
- c. Annual Report and Presentation: A written report will be provided to the Faculty Senate, Staff Senate, and Student Government Association by October 1 of each year. This report should summarize the activities of the Strategic Planning Committee and the Strategic Budgeting Advisory Committee during the prior year, provide appropriate statistics and data, and outline long-range planning for the following year. This report should be approved by the membership of the two committees. The chair of the Strategic Planning and Resource Council shall, by the

same date, contact the presidents of the Faculty Senate, Staff Senate, and Student Government Association to schedule presentations to these bodies.

#### Meetings:

- a. The executive committee of the Strategic Planning and Resource Council will meet at least once per month from ~~September through August~~ **June to May** of the following year.
- b. When possible, meetings will be convened in person. However, comments on specific issues and votes may be taken by written proxy (including email) if necessary.
- c. The meeting schedules for the Strategic Planning Committee and the Strategic Budgeting Advisory Committee will be established in ~~September~~ **June**, and the schedules will be announced to the university community using whatever communication means are considered most likely to reach the broadest possible university audience.

#### Reports to President

##### I. Strategic Planning Committee

#### Charge:

- a. To collaborate with the Strategic Budgeting Advisory Committee, as part of the Strategic Planning and Resource Council.
- b. To make recommendations concerning the implementation of the strategic plan initiatives for the next fiscal year, in addition to a five-year period.
- c. To conduct studies and make inquiries related to the strategic plan and mission of the university.
- d. To present ~~concerns~~ **findings** and recommendations to the president and the university campus as a whole.

#### Membership:

The Strategic Planning Committee will have the following voting members **appointed before June 1 of each year with terms beginning June 1:**

- a. The presidents and vice-presidents of the Faculty Senate, the Staff Senate, and the Student Government Association.
- b. Three tenured faculty members appointed by the Faculty Senate to two-year staggered terms. One of these appointees will be an academic department chair or equivalent.
- c. Two staff members (one classified and one non-classified) appointed by the Staff Senate to a two-year staggered term.

- d. Two students appointed by the Student Government Association to a one-year term.
- e. One Dean, elected by the Council of Deans to a two-year term.
- f. One Vice-President elected by the Executive Staff to a two-year term.
- g. One ~~Board of~~UCA Trustee appointed to a one-year term.
- h. One community member appointed by the President to a two-year term.
- i. The Provost or designee.
- j. The Chair of the Strategic Planning and Resource Council will serve as chair. The chair will vote only when there is a tie.
- k. The Director of Assessment shall serve as an *ex-officio* member of the Strategic Planning Committee.

Procedures:

- a. Each spring, the Strategic Planning Committee will determine, via meetings with individual units and campus-wide forums, which initiatives the university community believes should be moved from the list of possibilities generated during the university-wide strategic-planning process during AY 2010-11 to the active list for the following fiscal year; it will also consider additions to the campus list. It will incorporate the results of this discovery process – along with assessment results and other information – in its recommendations to SPARC and the president.
- b. The Strategic Planning Committee will prepare a written report for the Strategic Planning and Resources Council by September 15 of each year. This report – based on the campus discovery process (see item ~~b~~ a. above), the information contained in the Institutional Report Card presented to the Board of Trustees at their ~~August~~ December meeting, and other appropriate inputs – will assess the University’s progress on the various strategic initiatives objectives contained in the Strategic Plan and recommend further action on those initiatives objectives or, upon completion of those initiatives objectives, recommend the adoption of new initiatives objectives from the lists generated during the university-wide strategic-planning process during AY 2010-11 as updated in the annual campus discovery process. This report will serve as a source of information for the Strategic Planning and Resource Council when it makes its October 1 report to the Faculty Senate, Staff Senate, and Student Government Association; and for the Strategic Budgeting Advisory Committee when that group makes its budget considerations and recommendations to the university president in December.

Meetings:

- a. The SPC will meet at least once per month from ~~September through August~~ June to May of the following year.

- b. When possible, meetings should be convened in person. However, comments on specific issues and votes may be taken by written proxy (including email) if necessary.
- c. The meeting schedule for every year will be established in ~~September~~ **June**, and the schedule will be announced to the university community using whatever communication means are considered most likely to reach the broadest possible university audience.

Reports to President

II. Strategic Budgeting Advisory Committee

Charge:

- a. To collaborate with the Strategic Planning Committee, as part of the Strategic Planning and Resource Council.
- b. To review changes and updates to the university budget in light of the strategic plan.
- c. To make recommendations, in support of the university's mission and strategic plan, concerning new proposals from unit heads and salary requests from the Staff Senate Compensation Committee and the Faculty Salary Review Committee. Recommendations shall be for the next fiscal year, in addition to a five-year period.
- d. To conduct studies and make inquiries related to university revenues, university expenditures, and the general allocation of university funds.
- e. To present ~~concerns~~ **findings** and recommendations to the president and the university campus as a whole.

Membership:

The Strategic Budgeting Advisory Committee will have the following voting members **appointed or elected before June 1 of each year with terms beginning on June 1:**

- a. The presidents of the Faculty Senate, Staff Senate, and Student Government Association.
- b. One faculty representative from each college elected by each college from among the tenured or continuing faculty with a minimum of seven years of service in the college. Representatives are elected to two-year terms with Health and Behavioral Sciences, Education, and Fine Arts and Communication electing new representatives in the spring elections of even-numbered years, and Business, Natural Sciences and Mathematics, and Liberal Arts electing new representatives in the spring elections of odd-numbered years.
- c. One tenured or continuing faculty member with a minimum of seven years of service elected at-large from among faculty members not working within the six formal colleges. The representative is elected as needed to a two year term as part of an at-large Faculty Senate election. All faculty members are eligible to vote for this representative.

- d. Three classified staff members appointed by the Staff Senate to a two-year term.
- e. Three non-classified staff members appointed by the Staff Senate to a two-year term.
- f. A director of an academic unit that reports directly to the provost (e.g., dean, the director of the library, etc.) selected by the provost.
- g. A designee selected by the director of athletic administration. The director of athletic administration cannot serve on the SBAC.
- h. The Chair of the Strategic Planning and Resource Council will serve as Chair. The chair will vote only when there is a tie.

The committee will also include as non-voting members the presidents-elect of the Faculty Senate, the Staff Senate, and the Student Government Association. The vice president of finance and administration will attend meetings in a non-voting advisory role to deliver budget reports as required in the committee charge and to answer questions about the budget process. In addition, the associate provost for finance and administration will attend meetings in a non-voting role to answer questions about the impact of the budget on Academic Affairs. The SBAC will be assisted by a non-voting committee staff consisting of the controller, the director of institutional research, the budget director, and an administrative assistant from the division of finance and administration.

Procedure:

- a. The vice president of finance and administration will provide a detailed copy of the annual budget to the SBAC in September of every year and will brief the SBAC on changes in the distributions of funds compared to previous years. The vice president of finance and administration will also provide monthly updates to the SBAC on university revenues and expenditures.
- b. The vice president of finance and administration will keep the SBAC informed about projections for future revenues and expenditures. Any changes in assumptions that might alter projections in a meaningful way will be reported to the committee. The SBAC will review the changes and present any concerns and recommendations to the president.
- c. In November of every year, the heads of the university divisions that report directly to the president and are responsible for a category of the university budget will present their proposed base budget increase for the next fiscal year, as well as a projected five-year plan, to the SBAC, including descriptions of need as tied to the strategic plan and explanations for any changes from the current fiscal year. In addition, the chair of the Staff Senate Compensation Committee and the Faculty Salary Review Committee will present salary recommendations for the next fiscal year, as well as a projected five-year plan. The SBAC will consider the proposals along with projected future revenues and make a recommendation to the university president regarding the divisional needs as assessed and ranked by the SBAC and to meet salary needs for the next fiscal year and for a projected five years.

d. Copies of all SBAC recommendations will be presented to the heads of each university division reporting directly to the president and to the two salary committees. In addition, the campus will be notified once the recommendations have been forwarded to the president.

#### Meetings:

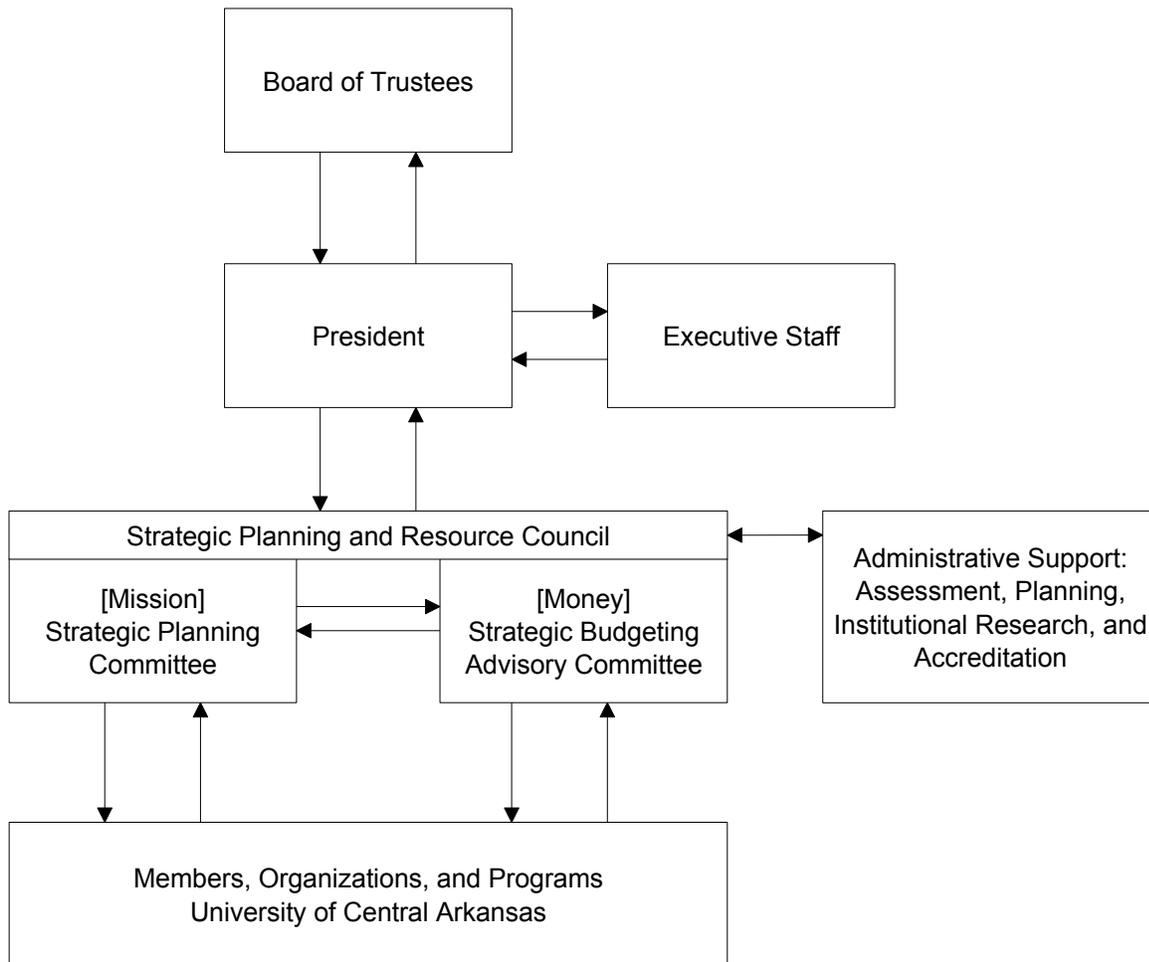
a. The SBAC will meet at least once per month from ~~September through August~~ **June to May** of the following year.

b. When possible, meetings should be convened in person. However, comments on specific issues and votes may be taken by written proxy (including email) if necessary.

c. The meeting schedule for every year will be established in ~~September~~ **June** and the schedule will be announced to the university community using whatever communication means are considered most likely to reach the broadest possible university audience.

#### Reports to President

Diagram of SPARC Structure and Accountability



**Dental Insurance – Proposal for UCA to Become Self-Insured**

Arkansas Blue Cross recently presented the University a proposed increase in premiums of 8.3% (\$51,506) to be effective January 1, 2014, for UCA’s dental insurance plan.

The majority of this increase is associated with additional costs to Arkansas Blue Cross due to the provisions of the new health plan law which covers dental plans as well as health insurance plans. This would be the first dental insurance premiums increase since January 1, 2010.

The University’s benefits consultant, Stephens Insurance, LLP, and the UCA Employee Benefit Advisory Committee have analyzed the proposed increase and the UCA Dental Plan, and have recommended that UCA move to a self-insured dental plan.

The reasons for this recommendation are as follows:

- The 8.3% (\$51,506) increase will be reduced to a 1.7% (\$10,449) increase.
- The UCA Dental Plan is capped with a \$1,000 maximum benefit per year which allows UCA to manage its risks associated with the dental plan.
- UCA will have more control over the benefit design of the dental plan.
- UCA will gain experience with a self-funded model which will be very important should UCA ever decide to move to a self-insured model for its health insurance plan.

The administration and Employee Benefit Advisory Committee are also requesting approval to change the family coverage tier employee/employer percentage from 58% employee/42% employer to 50% employee/50% employer. The total annual cost to UCA for making this change is approximately \$20,500. The current employee/employer contribution percentages and proposed new employee/employer contribution percentages for the Dental Plan are shown below:

Coverage	Current		New	
	<u>Employee</u>	<u>Employer</u>	<u>Employee</u>	<u>Employer</u>
Employee Only	0%	100%	Same	Same
Employee/Spouse	40%	60%	Same	Same
Employee/Child(ren)	40%	60%	Same	Same
Employee/Family	58%	42%	50%	50%

The above change is to implement consistency in UCA’s group benefit program so that the employer contribution maintains a level of at least 50%.

Summarizing, the administration and Employee Benefit Advisory Committee are requesting approval of the recommendation that UCA move to a self-insured dental plan model with UCA absorbing the 1.7% increase and the cost of changing the employee/employer contribution percentages for the family coverage tier from 58%/42% to 50%/50%.

The combined cost for these changes is approximately \$31,000.

The following resolution was unanimously adopted upon motion by Brad Lacy and second by Bunny Adcock:

**“BE IT RESOLVED: That effective January 1, 2014, the UCA Dental Insurance Plan will become self-funded, and that the changes and revisions to such plan as set forth above will be implemented by the administration.”**

**Long-Term Disability Plan**

Currently, UCA offers a long-term disability (LTD) plan for all benefits-eligible employees. The coverage is based on an employee’s annual salary and the monthly payable benefit is 66.66% (2/3) of an employee’s salary with a minimum monthly payable benefit of \$100 and maximum

monthly payable benefit of \$8,500. The premium is paid by UCA. It should also be noted that the University's LTD plan is a group LTD plan and the monthly payable benefit from the UCA LTD plan will offset against any Social Security Disability monthly payable benefit should both be granted to the employee. In this case, if the Social Security monthly payable benefit is equal to 66.66% (2/3) of the annual salary, the minimum monthly payable benefit of \$100 from the UCA plan will be applicable.

The major issue with UCA's LTD plan is since the premium is paid by UCA, the monthly payable benefit is taxable. Under the current plan for an employee making \$36,000, the monthly payable benefit is \$2,000. Using an assumed 25% tax bracket, the net after-tax benefit is \$1,500. If UCA allows the employee to elect to have the UCA paid premium treated as income, and therefore pay taxes on the monthly premium of \$6.27, the tax-free monthly payable benefit would be \$2,000 or an increase of \$500 per month. This change would allow the employee to choose whether their disability monthly payable benefit would be taxable or non-taxable. Once an employee makes this election, it is deemed irrevocable.

If approved by the Board of Trustees, UCA will allow employees an opportunity to make this change during 2013 open enrollment with a January 1, 2014 effective date and 2014 open enrollment with a January 1, 2015 effective date.

The administration and Employee Benefit Advisory Committee is requesting approval of the recommendation to allow employees the choice of treating any future disability income as taxable or non-taxable. There is no cost impact to UCA to allow this option.

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

**“BE IT RESOLVED: That the option for employees under the UCA Long-Term Disability Plan outlined above are hereby approved and adopted effective January 1, 2014.**

### **Acceptance of Legislative Audit Report for Fiscal Year 2012**

In accordance with Act 4 of 1991, the Board of Trustees is required to review audit reports and the accompanying comments related to publicly-funded institutions. The act requires that the Board take appropriate action related to each finding and recommendation contained in the report.

The audit report findings for fiscal year 2012, are included in the audit report and were submitted for the Board's review prior to the October 11, 2013 meeting.

The following resolution was unanimously adopted upon motion by Bobby Reynolds and second by Kay Hinkle:

**“BE IT RESOLVED: That the Board of Trustees accepts the audit report for the fiscal year 2012 as prepared by the Arkansas Division of Legislative Audit.”**

### **“Fee Waiver - Miscellaneous” – Board Policy No. 622**

This action item proposes a clarification and change to Board Policy No. 622, “Fee Waiver – Miscellaneous,” pertaining to scholarships awarded to executive members of the Student Government Association.

Policies relating to the awarding of all scholarships are being reviewed to ensure the University is in compliance with UCA policies as well as state and federal laws, and to further ensure the intent of the policy is clearly stated.

The proposed policy changes and clarifications are summarized as follows:

- Clarifies that only mandatory fees are covered by the scholarship;
- The room rate covered by the scholarship has been revised from double to single, which is currently the practice;
- The type of meal plan to be covered has been updated; the 19-meal plan is no longer offered;
- May intercession was added to the summer school offerings eligible for the scholarship;
- Summer meal rate was clarified to be Dining Dollars and limited to \$900 per summer;
- Fee waiver terminology was changed to scholarship;
- The stipends were eliminated; and
- Student labor was added.

The proposed policy changes are supported by the Student Government Association and their advisors.

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

**“BE IT RESOLVED: That the Board of Trustees hereby approves the following revisions to Board Policy No. 622, “Fee Waiver – Miscellaneous,” and the revisions are retroactive to the fall 2013 semester.**

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

**POLICY**

**NUMBER:** 622 \_\_\_\_\_

**SUBJECT:** ~~Fee Waiver~~ **Scholarships** – Miscellaneous \_\_\_\_\_

**DATE**

**ADOPTED:** See Below **REVISED:** See below \_\_\_\_\_

Members of Student Government Association

(Adopted 12/75, Revised 6/96, 8/00, 8/01, 12/05, 11/08, 10/13)

The Board of Trustees authorizes a scholarship equal to one-half of tuition and mandatory fees. ~~and~~ If residing in university housing, the scholarship also includes actual charges not to exceed an amount equal to full room and board charges based on ~~(double single-occupancy rate and Total Access meal plan (maximum of \$900 Dining Dollars for full summer) if residing in university housing) and board (19 meal plan) charges~~ each fall, spring, May intercession, summer I and summer II semesters for the Student Government Association positions of executive vice president, vice president of finance, and vice president of operations; and the Student Activities Board president during their terms of office.

The Board of Trustees also authorizes a scholarship equal to full tuition and mandatory fees. If residing in university housing, the scholarship also includes actual charges not to exceed an amount equal to ~~and~~ full room and board charges based on ~~(double single-occupancy rate and Total Access meal plan (maximum of \$900 Dining Dollars for full summer) if residing in university housing) and board (19 meal plan) charges~~ each fall, spring, May intercession, summer I and summer II semesters for the Student Government Association president during his/her term of office.

The scholarship fee waiver is available to the summer executives serving by appointment in the place of the elected executive officers.

The Board of Trustees also authorizes the Student Government Association positions of executive president, executive vice president, vice president of operations, and vice president of finance to be paid \$11.00 per hour up ten to hours per week with a maximum of sixteen weeks each fall and spring semester. ~~If in any fall or spring semester executives have reached scholarship stacking as defined by Ark. Code Ann. § 6-80-105, the Board of Trustees authorizes a stipend equal to \$1,500 for the positions of executive vice president, vice president of finance, and vice president of operations; and the Student Activities Board president during their term of office and a stipend equal to \$2,000 for the position of executive president during his/her term of office.~~

Governors of Boys and Girls State  
(Adopted 02/65)

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

Mentor Teachers  
(Adopted 03/86, 08/00, 02/13)

The University of Central Arkansas will provide three hours of fee waiver (registration and mandatory fees) to a teacher who serves as a mentor teacher in any semester. These hours must be used within one calendar year following the end of the semester in which they are earned, unless the Dean of the College of Education allows an exception. The hours are not transferable.

**Memorandum of Understanding with University of Central Arkansas Foundation, Inc.**

In November 2009, the University of Central Arkansas (UCA) and the UCA Foundation (Foundation), a separately-incorporated 501 (c) (3) nonprofit organization, signed a memorandum of understanding (MOU) which outlines the interdependent relationship and operating responsibilities of both parties. The MOU automatically renews on July first of each year.

A UCA Alumni Association Board (UCAAA) task force met in the fall of 2012 to review its relationship to UCA and the Foundation. At a meeting on February 16, 2013, the UCAAA Board voted to recommend including a reference to the fiduciary relationship with the Foundation in the operating agreement with UCA. The UCAAA funds are each controlled by a signed memorandum of understanding and managed by the UCAAA Board and the director of Alumni Services, who serves as fund director.

On August 9, 2013, the chairs of the three Boards, Victor Green (Board of Trustees), Lavon Morton (UCA Foundation Board) and Karen Sullards (UCA Alumni Association Board), met to review the relationships and the revised MOU.

The MOU now clearly states that the Foundation serves only as the fiscal agent for the UCAAA and that if the UCAAA wishes to hire employees, it would follow all UCA personnel policies and the same reimbursement procedures as noted for the Foundation employees. A signature by the chair of the UCAAA Board has been added to the MOU, along with executed copies to the UCAAA chair and director of Alumni Services.

Attached is the updated MOU between UCA and the Foundation.

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

**“BE IT RESOLVED: That the administration is authorized to enter into a memorandum of understanding with the UCA Foundation, which now includes the defined relationships**

of the UCA Alumni Association, for the period beginning July 1, 2013, expiring on June 30, 2014, with automatic renewal on July first of each year.”

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN  
UNIVERSITY OF CENTRAL ARKANSAS  
AND  
UNIVERSITY OF CENTRAL ARKANSAS FOUNDATION, INC.**

This Memorandum of Understanding (“Agreement”) entered into on the date set forth below by the University of Central Arkansas (“University”) and the University of Central Arkansas Foundation, Inc. (“Foundation”).

**Recitals**

**WHEREAS**, the University is a state-chartered institution of higher education in Arkansas; and

**WHEREAS**, the Foundation is an Arkansas not-for-profit corporation recognized as an organization exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code of 1986; and

**WHEREAS**, the Foundation was organized and is operated exclusively to raise funds for, and provide support to, the University, and all of its assets and income are invested and used to provide support for the operations and educational programs of the University in all of its endeavors, including scholarships, long-term academic financial needs, athletic support, and any other need necessary to fulfill the educational mission of the University; and

**WHEREAS**, the University and the Foundation work together in fund-raising and other efforts to promote the academic, cultural, social and athletic events and facilities of the University; and

**WHEREAS**, the Foundation serves as the fiscal agent for the UCA Alumni Association and assists with coordination of membership and benefit programs; and

**WHEREAS**, the parties have an existing agreement pursuant to which the University leases Buffalo Alumni Hall from the Foundation to house the operations and staff of the University’s Development, Alumni Services, Publications and Creative Services Offices; and

**WHEREAS**, the parties have determined that this agreement should be entered into to set forth services provided by the University to the Foundation, and the benefits provided by the Foundation to the University, all for the parties mutual benefit.

**NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE MATTERS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:**

1. The University; Services Provided By the University to the Foundation.

(a) The Board of Trustees of the University of Central Arkansas is the governing authority for the University. The President of the University manages the day-to-day operations of the University and has the responsibility for advising the Board of Trustees on the long-range plans of the University, setting its priorities in consultation with, and action by, the Board of Trustees, and also for communicating this information to the Foundation and its Board of Directors.

(b) The University understands that the Foundation is a separate legal entity recognized as exempt from taxation by the Internal Revenue Service under Section 501 (c) (3) of the Internal Revenue Code, and keeps all records, donor lists and other matters confidential in accordance with federal and state laws.

(c) As stated in the UCA Foundation bylaws, the vice president for Development and Institutional Advancement shall be the president of the Foundation, the president and designated member of the Board of Trustees of the University and a designated member of the Alumni Board shall also serve as an ex officio member of the Foundation's Board of Directors. All are ex officio members.

(d) For and in consideration of the matters set forth herein, and for the Foundation's substantial support of the University and its activities, and for its role in managing endowment assets of the University, the University agrees to provide to the Foundation reasonable compensation for certain administrative, clerical and other support functions (collectively the "Services").

(e) The services are to be provided by the University to the Foundation in order to assist the Foundation in its efforts to raise funds for the scholarships, endowments, programs and other endeavors that directly benefit the University, its students, faculty, staff and its programs and activities. These services are to include the salaries and benefits of the Institutional Advancement staff, all of whom work for the University, but are also working in development and alumni relations and assisting the Foundation in its mission. The University and the Foundation have both determined that this work and development is necessary and essential to the overall educational mission of the University.

(f) In addition, the University will pay the salaries and benefits for the executive director and fiscal support analyst positions, who shall devote their time and efforts to Foundation activities. Should the Alumni Association hire staff, the same conditions of reimbursement noted in Section 2 (c) shall apply. The Foundation agrees to follow all University personnel policies applicable to these employees.

(g) By separate agreement the University leases from the Foundation a building known as "Buffalo Alumni Hall" which is owned by the Foundation. The University also pays all utilities in such building, which houses the University's development offices, alumni affairs and other related operations.

2. The Foundation; Benefits Provided by the Foundation.

(a) The Foundation, at its own expense will provide office space, computer and telephone systems (if necessary), personnel and office supplies, and other such services that may be necessary or required to conduct the operations of the Foundation.

(b) The Foundation, for and in consideration of the University's providing the services described above does hereby agree to provide the benefits to the University in the form of scholarship payments, endowment payments, funds transfers from the charitable and fund-raising activities of the Foundation.

(c) The Foundation will also reimburse the University, when determined by the University and the Foundation, for the payroll costs, costs of employee benefits, and any other costs associated with the staff positions identified in section 1 (f) of this Agreement.

3. Term. The term of this Agreement shall be for the period ~~commencing October 1, 2009 and expiring on June 30, 2010.~~ **July 1, 2013 and expiring on June 30, 2014.** It shall renew automatically for successive terms of one year each commencing on the first day of July of each year, unless either party terminates it by giving sixty (60) days written notice to the other party.

4. Level of Support. It is understood and agreed to by and between the parties, that the level of services may change from time-to-time, and the parties further understand and agree that there is an expectation that the University's assistance will decline while the overall support provided by the Foundation to the University will increase. The parties agree to adjust and modify this Agreement upon such occurrences.

5. Notices. Any notices permitted or required to be sent under this Agreement shall be sent as follows:

(a) If to the University:

President  
University of Central Arkansas  
Wingo Hall  
201 Donaghey  
Conway, AR 72035

With a copy to:

General Counsel  
Wingo Hall  
University of Central Arkansas  
201 Donaghey  
Conway, AR 72035

(b) If to the Foundation:

President  
University of Central Arkansas Foundation, Inc.  
Buffalo Alumni Hall  
2490 Bruce Street  
Conway, AR 72035

With a copy to:

Chair of the Board  
University of Central Arkansas Foundation, Inc.  
Buffalo Alumni Hall  
2490 Bruce Street  
Conway, AR 72035

(c) Chair of the Board  
University of Central Arkansas Alumni Association  
Buffalo Alumni Hall  
2490 Bruce Street  
Conway, AR 72035

With a copy to:

Executive Director of Alumni Services  
University of Central Arkansas  
Buffalo Alumni Hall  
2490 Bruce Street  
Conway, AR 72035

## 6. Miscellaneous Provisions.

(a) No waiver, discharge, or modification of any provision of this Agreement shall be valid unless the same is in writing and signed by both parties. The failure of either party to require performance by the other party of any provision of this Agreement shall not be deemed to be a waiver of any provision of this Agreement.

(b) If any provision of this Agreement is held or declared to be invalid or unenforceable, such provision shall be deemed to be modified to the extent necessary and possible to render it valid and enforceable. Notwithstanding the unenforceability or invalidity of any provision of this Agreement, the same shall not affect any other provision of this Agreement, and this Agreement shall continue in full force and effect, and shall be construed and enforced as if such provision had not been included or modified.

(c) This Agreement was negotiated and executed in the State of Arkansas, and the laws of such state shall govern its construction and interpretation. In addition, this Agreement has been freely negotiated between the parties and any rule that an agreement shall be construed against the drafting party shall not apply to this Agreement, or any part hereof.

(d) The paragraph headings contained in this Agreement are for reference purposes only, and shall not affect in any way the meaning or interpretation of this Agreement.

(e) Each party represents and warrants to the other that once executed and delivered, this will be a valid and binding legal obligation, enforceable in accordance with its terms, and that each party has the full right, power and authority to enter into this Agreement.

(f) This Agreement contains and comprises the entire understanding and agreement of the parties, and supersedes any and all documents, agreements, letters, or provisions executed at any time prior to the date hereof. It may not be assigned by either party without the written consent of the other party hereto.

(g) Nothing in this Agreement shall be construed or interpreted to be a waiver of sovereign immunity by UCA, and all provisions of the Constitution and laws of the State of Arkansas shall apply to this Agreement.

**EXECUTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2013, at Conway, Arkansas.

UNIVERSITY OF CENTRAL ARKANSAS

By: \_\_\_\_\_  
Tom Courtway

Title: President

UNIVERSITY OF CENTRAL ARKANSAS  
FOUNDATION, INC.

By: \_\_\_\_\_  
Shelley S. Mehl

Title: President

UNIVERSITY OF CENTRAL ARKANSAS  
ALUMNI ASSOCIATION BOARD

By: \_\_\_\_\_  
Karen Sullards

Title: Chair

**Request to Proceed with an Economic Feasibility Study for the Issuance of Bonds, in an Amount not to Exceed \$12,000,000, to Finance the Design and Construction of Greek Village Phase I**

For several years, the subject of Greek housing and/or the establishment of a Greek Village has been discussed. The topic was presented and discussed at the Board of Trustees' retreat in March 2013, at the August 16, 2013 Board meeting, and at the Board's meeting on Tuesday, September 24, 2013.

At the September 24, 2013 meeting, the Board authorized the administration to proceed with a feasibility study for the issuance of bonds in an amount not to exceed \$12,000,000. However, based on discussion by the Board, the proposed feasibility resolution was amended to include the following: (a) add to the feasibility study a house or facility with chapter rooms for National Pan-Hellenic Council (NPHC) organizations; (b) to report to the Board by October 11, 2013, on the status of the Interfraternity Council (IFC) groups and whether or not such groups desired to build houses themselves, or lease houses in the event the University would construct the houses; and (c) the size of the sorority houses.

The administration is now requesting that the Board of Trustees grant authority to proceed with a feasibility study for a bond issue to fund the design and construction of a housing project known as "Greek Village Phase I" with the amount not to exceed the sum of \$12 million.

The proposed complex will include five sorority houses each accommodating 22 residents, and one facility for the National Pan-Hellenic Council organizations of approximately 4,500 square feet. The preliminary plans provide for a two-story Georgian structure with a formal parlor, TV room, kitchen, small dining room, laundry room, bathrooms and bedrooms downstairs and bedrooms and bathrooms upstairs. The chapter room will be on the ground floor at the back of the structure, which will accommodate at least 150 students. The NPHC facility will offer four meeting rooms along with a small kitchen and restroom.

The project is anticipated to cost approximately \$12 million, including construction, architect and engineering fees, utility work, infrastructure, furnishings and fixtures, and a contingency. The proceeds of the bonds, if approved by the Arkansas Higher Education Coordinating Board ("Coordinating Board"), and then by UCA's Board of Trustees will be used to fund the project.

The debt service will be repaid with housing revenue from the residents and parlor fees from each member of the participating groups. The breakeven year is projected to be year 13 of the debt service schedule within the current assumptions.

The Coordinating Board's policy regarding debt service for auxiliary projects provides that annual net auxiliary revenues should be no less than 120 percent of the total annual auxiliary debt service.

**Auxiliary Debt Restrictions**

Actual Net Auxiliary Revenue for FY 2012-13	\$ 10,659,313
Maximum Allowable Debt Service (\$10,659,313/120%)	8,882,761
Existing Maximum Auxiliary Debt Service	6,867,119
Estimated Average Project Debt Service	845,700
Amount Remaining for Additional Debt Service	\$ 1,169,942

The above data demonstrates that the University has sufficient revenue to support an auxiliary loan of approximately \$12 million with a term of 30 years at an estimated annual interest rate not to exceed 5.75%.

In accordance with the Coordinating Board’s policy, the University will establish and maintain a building maintenance fund to be supported by auxiliary revenue. The institution will reserve a minimum of \$1.25 per square foot of the combined square feet, annually, for ongoing maintenance issues. This annual transfer of \$58,375, based on 46,700 combined square feet, will be held in Plant Funds’ Repair and Replacement Fund.

If approved by the Coordinating Board, another resolution on this topic will be presented to the Board of Trustees prior to the bonds being sold.

After discussion about the size of the houses to be built, Elizabeth Farris made a motion to amend the resolution to state that each of the five sorority houses will accommodate 32 residents and bonds are not to exceed the aggregate principal amount of \$13,800,000. The motion was seconded by Bunny Adcock and passed unanimously.

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

**A RESOLUTION BY THE BOARD OF TRUSTEES OF THE UNIVERSITY OF CENTRAL ARKANSAS AUTHORIZING ALL STEPS NECESSARY TO ISSUE BONDS NOT TO EXCEED THE AGGREGATE PRINCIPAL AMOUNT OF \$13,800,000**

**WHEREAS**, The Board of Trustees of the University of Central Arkansas (“University”) must approve all requests for financing; and

**WHEREAS**, The University desires to secure funds in an amount not to exceed \$13.8 million by the issuance of bonds, with a term not to exceed 30 years at an interest rate not to exceed 5.75% and with a projected average annual debt service of \$972,610; and

**WHEREAS**, The proceeds from the bonds will be for the design and construction of five sorority houses and one National Pan-Hellenic Council facility, on the University’s campus to be known as “Greek Village, Phase I”; and

**WHEREAS**, If approved and issued, the bonds will be serviced from auxiliary revenues of the University, the same being housing revenue from residents of the houses as well as parlor fees from all participating group members; and

**WHEREAS**, The Board of Trustees authorizes and recommends the commencement of preparations for securing a bond issue in an aggregate principal amount not to exceed \$13,800,000 for the purposes described above.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES THAT:**

**Section 1.** The Board of Trustees of the University of Central Arkansas hereby authorizes the administration to commence all necessary preparations to issue bonds in an amount not to exceed \$13,800,000 with a term not exceeding 30 years at an interest rate not to exceed 5.75%, with terms and conditions satisfactory to the administration, subject to final review and approval by resolution of this Board.

**Section 2.** The Board further authorizes the administration to seek approval from the Arkansas Higher Education Coordinating Board for issuing the bonds.

**Section 3.** The loan will be secured for the purpose of design and construction of five sorority houses and one National Pan-Hellenic Council facility, in a project known as “Greek Village Phase I.”

ADOPTED AND APPROVED October 11, 2013

**BOARD OF TRUSTEES OF THE UNIVERSITY OF  
CENTRAL ARKANSAS**

By: \_\_\_\_\_  
Victor Green, Chairman

ATTEST:

By: \_\_\_\_\_  
Brad Lacy, Secretary

## NOTIFICATIONS/DELETIONS

### **Notification: Establishment of the Arkansas Center for Research in Economics**

The provost and president have approved a proposal by the faculty and administration in the College of Business to establish the Arkansas Center for Research in Economics.

Compared to our neighbors and to the wider United States, Arkansas is a comparatively poor, underdeveloped state with relatively little local educational attainment and little business development. Arkansans tend to be unaware of the scholarly evidence that economic public policy may promote a better climate for businesses and allow citizens to enjoy a higher standard of living.

The proposed Arkansas Center for Research in Economics will be a research center focused on Arkansas and its neighborhood. The center will have two fundamental components to nearly all of its activities:

- (i) An educational component: to train the next generation of citizens, researchers, teachers, voters, and business leaders; and
- (ii) A research component: to generate the analysis and results that demonstrate economic policy's tangible benefits

Supporting materials (following pages): ADHE form LON-2

## LETTER OF NOTIFICATION – 2

### ESTABLISHMENT OF ADMINISTRATIVE UNIT

(Center, Division, or Institute not offering primary faculty appointments or certificate/degree programs)

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn  
Associate Provost and CIO

**3. Phone number/e-mail address**

(501) 450-3126  
jona@uca.edu

**4. Name of proposed administrative unit**

Arkansas Center for Research in Economics (ACRE)

**5. Proposed location**

UCA campus (College of Business Building 211G, Q)

**6. Distance of proposed unit from main campus**

N/A

**7. Reason for proposed action**

Compared to our neighbors and to the wider United States, Arkansas is a comparatively poor, underdeveloped state with relatively little local educational attainment and little business development. Arkansans tend to be unaware of the scholarly evidence that economic public policy may promote a better climate for businesses and allow citizens to enjoy a higher standard of living.

We will create a research center focused on Arkansas and its neighborhood. The center will have two fundamental components to nearly all of its activities:

- a. An educational component: to train the next generation of citizens, researchers, teachers, voters, and business leaders
- b. A research component: to generate the analysis and results that demonstrate economic policy's tangible benefits

Not every one of the center's activities will have both a direct educational and a direct research component, but many will.

**8. Mission and role for proposed unit:**

ACRE's mission is to "Inquire → Educate → Transform." We will conduct economic inquiry into Arkansas and regional public policy to provide a foundation for transformative education for the students of UCA and the citizens of Arkansas and the region.

We would inquire and educate with programs and activities such as these:

**Speaker Series:** Attract speakers to address the public on the UCA campus or in the metro area on issues wherein policy impacts people's lives.

**White Paper Research Products:** special emphasis on local, state, and regional issues in West South Central. This is a faculty-led program. Student participation is encouraged, but not required. Payment to authors will be made upon delivery of output. Research may be sourced from outside of the UCA faculty. These papers will undergo a peer review process. NOTE: The Center will also release other, non-reviewed White Papers, such as an annual county-based business report.

**Book Colloquium:** Offer a program for students, but perhaps open to students, faculty, and community members; either a "traditional" book reading group, or a condensed, intense weekend colloquium, or both.

**Research Fellows Program:** Research Fellows will be student researchers whose work will have a special emphasis on local, state, and regional issues in the West South Central region. We recruit rising juniors to become "Junior Fellows," with the expectation, but not the requirement, that they will return the next year as "Senior Fellows."

Junior Fellows will work under close faculty supervision to prepare annual economic reports, provide support for the White Paper series, develop media and other outreach products based on the White Papers, or work on other special projects. Senior Fellows will work with a faculty mentor to develop an original research idea into a publishable-quality manuscript. Senior Fellows will be required to submit their manuscript for publication to a peer-reviewed journal, and they will be required to present their manuscript at an appropriate academic conference.

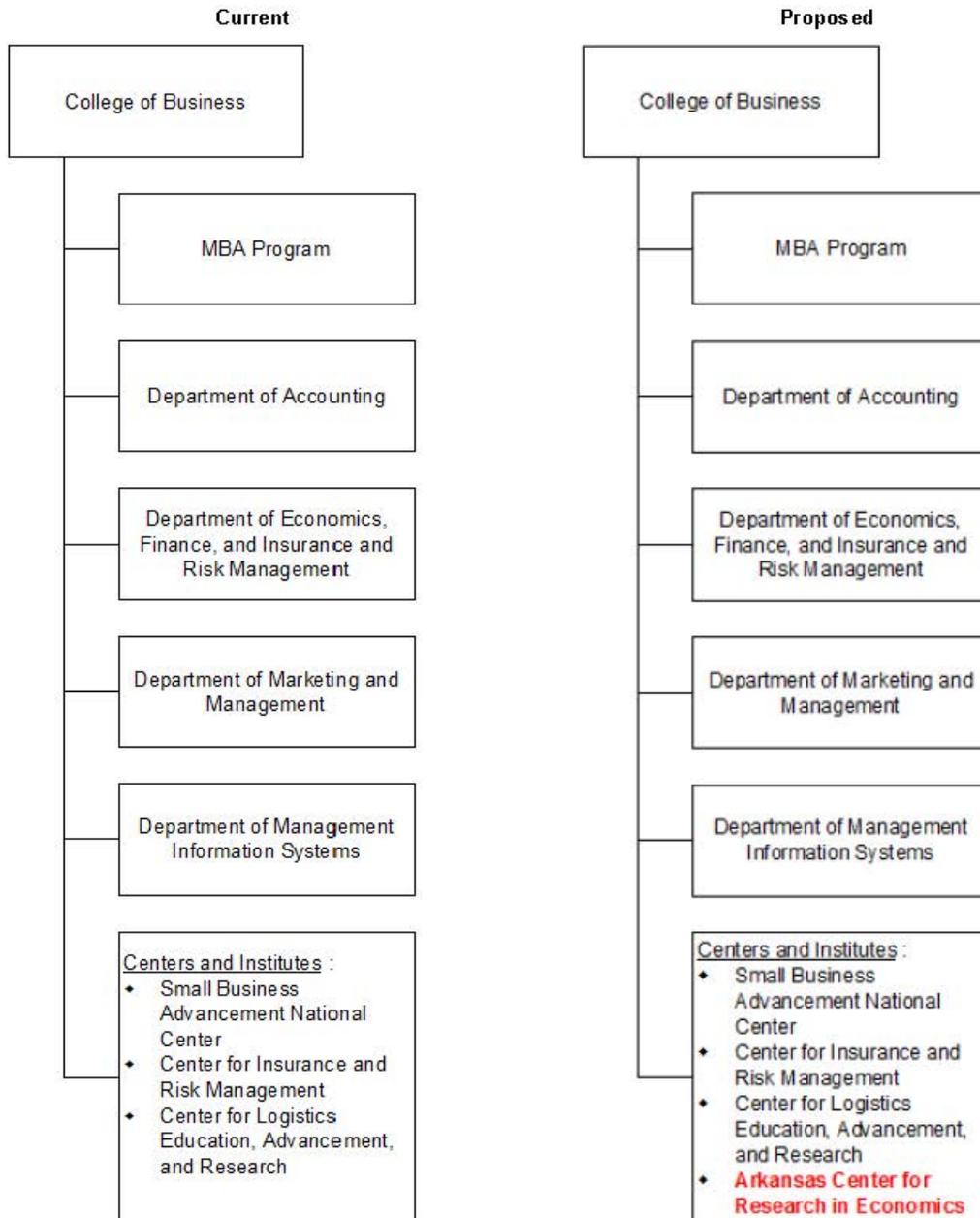
All of these programs will provide a wide range of educational tools for economic transformation in Arkansans' lives.

#### **FUNDING**

Initially, the Arkansas Center for Research in Economics will receive all funds via a grant from the Charles Koch Foundation.

<b>Pro-Forma Annual Budget</b>		
<b>Resources/Programs</b>	<b>Total</b>	<b>Section</b>
Student and Faculty Travel	6,000	
Faculty/Researcher development	4,000	\$10,000
White Papers	12,000	\$12,000
Research Fellows Program	14,000	\$14,000
Other Programs:		
Speaker Series		\$3,000
<b>Total</b>		<b>\$39,000</b>

**9. Provide current and proposed organizational chart.**



**10. Copy of notification to other institutions in the area of proposed location and their responses**

To the best of our knowledge, there are no similar centers or institutes in the state of Arkansas. However, three email notifications have been made: (1) a notification from UCA's Department of Economics,

Finance, Insurance and Risk Management to departments at other Arkansas public universities' programs that may seem similar; (2) a notification from dean of UCA's College of Business to other Arkansas business deans; and (3) a notification from UCA's provost to other Arkansas CAOs. Any substantive responses are indicated below.

- Delta Center for Economic Development at Arkansas State University at Jonesboro (<http://www.astate.edu/a/deltaced/>)
- Center for Business and Economic Research at the University of Arkansas at Fayetteville (<http://cber.uark.edu/>)
- Center for Business Research and Economic Development at the University of Arkansas at Fort Smith (<http://uafs.edu/cob/about-center>)
- Institute for Economic Advancement at the University of Arkansas at Little Rock (<http://iea.ualr.edu/>)
- Economic Research and Development Center at the University of Arkansas at Pine Bluff (<http://www.uapberdc.org/>)

**Reponses:**

No substantive responses received thus far.

President/Chancellor Approval Date: \_\_\_\_\_

Board of Trustees Notification Date: \_\_\_\_\_

Chief Academic Officer: \_\_\_\_\_

SIGNATURE

DATE

[UCA form updated 2012-06-01]

## **Notification: Reconfiguration of the Public Administration Program**

The provost and president have approved a proposal by the Department of Political Science to reconfigure the baccalaureate program in Public Administration by adding a Bachelor of Arts (BA) option to the existing Bachelor of Science (BS) program. The curriculum for the major itself does not change: the only difference between the two programs is that the “special degree requirement” of two additional mathematics courses in the BS program becomes, in the BA, a foreign language requirement.

Public administration students seek jobs in government agencies, non-profit organizations, and private business. The ability to speak a second language has become an important skill for many of the program’s students. Public administration majors obtain employment in the federal government where a second language is preferred or required, particularly in agencies such as the U.S. Department of Homeland Security, the U.S. Department of Defense, and the U.S. Department of State. According to the federal government, these agencies and other smaller federal agencies project that they will hire nearly 193,000 new workers for “mission critical” jobs where proficiency in a second language is preferred. Graduates of the program also obtain employment in state and local government agencies and non-profit organizations. In areas where large numbers of citizens do not speak English, government and non-profit agencies need employees with foreign language skills.

Strong student demand for the BA option has been documented by comparison with student selection of the BA and BS options in the department’s Political Science program and by a survey of Public Administration majors.

All appropriate committees and administrators have supported this reconfiguration.

Supporting materials (following pages): (1) Curriculum Form 3; (2) ADHE LON-11 (Reconfiguration of Existing Degree Programs).

**UNIVERSITY OF CENTRAL ARKANSAS  
New Program Transmittal Form**

Department Department of Political Science Date 4-11-13

Program level:  UNDERGRADUATE       GRADUATE  
 Program type:  New degree program       New certificate program  
                    New option/existing program       New minor program

Bulletin title of program (brief):  
Bachelor of Arts in Public Administration

Brief description of program (attach additional documentation as required):  
 NOTE: This is a reorganization of an existing degree, not a new degree program. The Department of Political Science is requesting a Bachelor of Arts option in addition to the existing Bachelor of Science in Public Administration.  
  
 The Bachelor of Arts in Public Administration, located in the Department of Political Science, prepares students for careers in government (federal, state, and local) and in non-profit organizations. The 36 hour program offers courses in state government and politics, local government and politics, intergovernmental relations, public management, public policy, program evaluation, administrative law, government budgeting, community and regional planning, and a variety of substantive policy topics (education policy, environmental policy, and community and economic development policy). The program also requires a six credit hour internship in a public or non-profit organization.

Proposed effective date for new program (term and year): Spring 2014

Program recommended by			
	Date	Professional Education Council	Date
	<u>4-18-13</u>		
	Date	General Education Council	Date
	<u>5/7/13</u>		
	Date	Undergraduate Council	Date
	<u>4/20/13</u>		<u>6-25-13</u>
	Date	Graduate Council	Date
	<u>4/30/13</u>		
	Date	Council of Deans	Date
	<u>5/6/13</u>		<u>7-24-2013</u>

Program approved by	Date	Program recorded by	Date
	<u>8/6/2013</u>	Undergraduate/Graduate Studies, Registrar	

NOTE: During the academic year, program proposals must be received by the Undergraduate and/or Graduate Council at least one month before the meeting at which action is desired. Summer submissions may not be considered until the fall semester.

## LETTER OF NOTIFICATION – 11

### RECONFIGURATION OF EXISTING DEGREE PROGRAMS

(Consolidation or Separation of Degrees)

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn, Associate Provost and Chief Information Officer  
(501) 450-3126  
jona@uca.edu

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

Bachelor of Science (BS), Public Administration

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

44.0401

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

This reconfiguration adds a Bachelor of Arts (BA) option to the existing BS degree program. The title of the program does not change.

BA, Public Administration  
BS, Public Administration

**6. Proposed CIP code(s) for new program**

44.0401 (no change)

**7. Proposed effective date**

Spring 2014

**8. Reason for proposed consolidation or separation**

Adding a Bachelor of Arts option to the baccalaureate program in Public Administration allows students to become proficient in a second language. Public administration students seek jobs in government agencies, non-profit organizations, and private business. The ability to speak a second language has become an important skill for many of our students. Public administration majors obtain employment in the federal government where a second language is preferred or required particularly in agencies such as the U.S. Department of Homeland Security, the U.S. Department of Defense, and the U.S. Department of State. According to the federal government, these agencies and other smaller federal agencies project that they will hire nearly 193,000 new workers for “mission critical” jobs where a second language is preferred (<http://www.makingthedifference.org/federalcareers/foreignlanguage.shtml>). Public administration students also obtain employment in state and local government agencies and non-profit organizations. In areas where large numbers of citizens do not speak English, government and non-profit agencies need employees with foreign language skills.

Student demand for the addition of the Bachelor of Arts option can be documented in two ways. First, the current baccalaureate program in political science can be used as a guide for assessing student demand for

the BA in Public Administration. The political science program offers both the BS and BA. For 2012–2013 academic year, 46.5% of all political science majors had chosen the BA option. Since almost half of political science majors have an interest in a second language, we assume a similar level of interest among public administration majors. Second, interest in a second language has been documented by the public administration program director. For 2012–2013, the public administration program director surveyed each public administration major regarding their interest in a Bachelor of Arts. Approximately 30% of current students indicated that if such an option were available, they would be interested. In summary, the addition of the Bachelor of Arts is likely to appeal to current public administration students and bring additional students to the public administration program who otherwise would not have considered a major without the BA option.

#### **9. Provide current and proposed curriculum outline.**

The major curriculum for the proposed BA in Public Administration is identical to the BS in Public Administration. The 2013-2014 Program Completion Plan (PCP) for the existing BS in Public Administration is included in this notification as Attachment A. It clearly identifies lower-division general education courses. The only difference between the two programs is that the “special degree requirement” of two additional mathematics courses (see Year 2 Spring and Year 3 Fall in the PCP) becomes, in the BA, a foreign language requirement.

The public administration program remains a 36 hour major:

#### **Required (Core) Courses (21 credit hours):**

PSCI 2312 Statistical Methods for Political Analysis **OR** PSCI 2322 Political Science Applications in GIS  
 PSCI 2305 Introduction to Public Administration and Policy  
 PSCI 3300 State Government and Politics  
 PSCI 3365 Public Management  
 PSCI 3361 Public Policy Analysis  
 PSCI 4610 Internship in Public Administration (internship course is 6 credit hours)

#### **Areas of Special Emphasis – 15 hours:**

##### *Public Administration*

Choose 3 courses (9 hours). At least 2 of the 3 courses selected must be courses offered in the Department of Political Science (PSCI).

PSCI 3336 Local Government and Politics  
 PSCI 4351 Community and Regional Planning  
 PSCI 4334 The American Presidency  
 PSCI 4375 Intergovernmental Relations  
 PSCI 4391 Government Budgeting  
 PSCI 4385 Special Topics in Public Administration (Administrative Law, Comparative Public Administration, Public Personnel Management, Non-Profit/NGO Management)  
 PSCI 4199-4499 Studies in Political Science (Independent Study)

GEOG 3305 Economic Geography  
 GEOG 3325 Urban and Regional Planning  
 GEOG 3371 Urban Geography  
 GEOG 3381 Political Geography  
 GEOG 4313 Recreation and Tourism

*Public Policy*

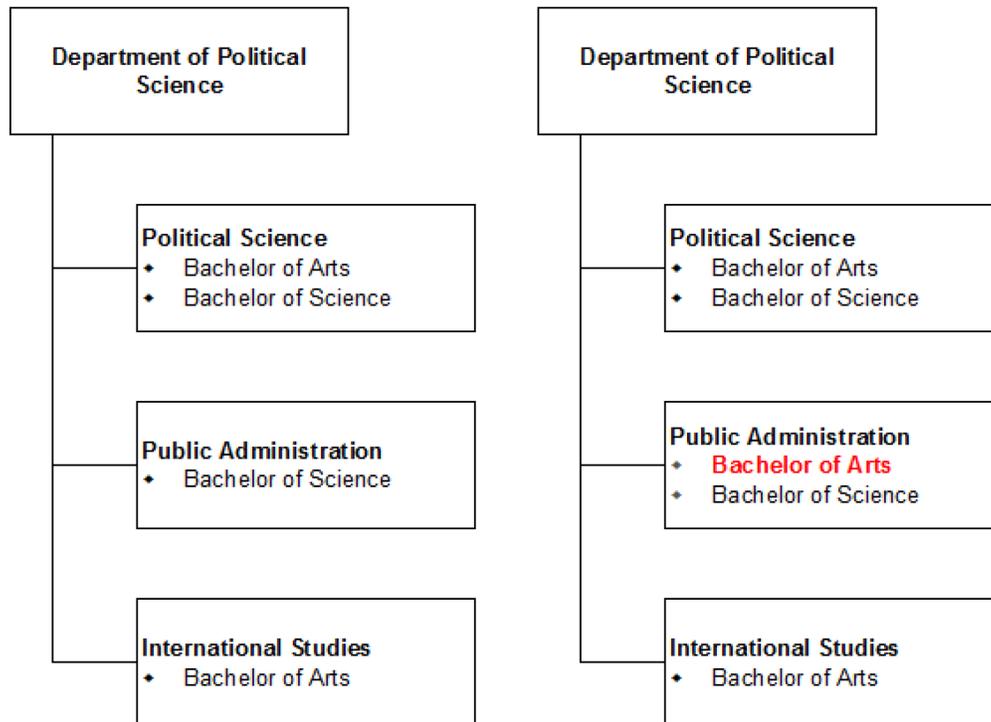
Choose 2 courses (6 hours). At least 1 of the courses selected must be a course offered in the Department of Political Science (PSCI).

PSCI 3320 Environmental Policy and Regulation  
 PSCI 4335 The American Congress  
 PSCI 4350 Policy and Program Evaluation  
 PSCI 4386 Special Topics in Public Policy (Education Policy, Community and Economic Development Policy, Health Policy, Social Welfare Policy)  
 PSCI 4199-4499 Studies in Political Science (Independent Study)

SOC 3370 Criminology  
 SOC 4321 Social Policy Analysis

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

The addition of the Bachelor of Arts option will require no additional resources.

**11. Provide current and proposed organizational chart.****12. Institutional curriculum committee review/approval date**

Department: 2013-04-18

College: 2013-04-30

Undergraduate Council: 2013-06-25

Council of Deans: 2013-07-24

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

No

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

On-campus delivery

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

N/A

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

This program does not need approval by any licensure/certification entity.

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

Henderson State University in Arkadelphia, Arkansas is the only university offering a Bachelor of Arts in Public Administration in Arkansas. Dr. Haroon Khan is the program director. The following notification was sent to Dr. Kahn: "I hope this email finds you well. The Department of Political Science at UCA is proposing the addition of a Bachelor of Arts to our existing public administration program. We currently have a Bachelor of Science in public administration. The Arkansas Department of Higher Education requires that we notify institutions in the area of our proposal to add the Bachelor of Arts option to our existing public administration program. Please let me know if you have any questions or comments regarding this proposal." Dr. Kahn's response: "Thanks for the e mail. I do not have any question regarding this. Best wishes on the new program."

Additionally, UCA's provost posted notification of the program reorganization to the ADHE CAO list. Substantive responses will be included here, should any be received.

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

Henderson State University, Arkadelphia, Arkansas

University of Kansas-Edwards Campus, Overland Park, Kansas

Kean University, Union, New Jersey

North Carolina Central University, Durham, North Carolina

Stephen F. Austin University, Nacogdoches, Texas. Stephen F. Austin University is the institution used as a model because the Department of Political Science offers both the Bachelor of Science and Bachelor of Arts in Public Administration.

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

The BA/BS will be, of course, cognate/embedded. The reorganized program will be reviewed as currently scheduled in AY 2015–2016.

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

If requested.

**EXECUTIVE SESSION**

Executive session, for the purpose of considering personnel matters, was unanimously declared upon motion by Kay Hinkle with a second by Bobby Reynolds.

**OPEN SESSION**

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

**“BE IT RESOLVED: That the Board of Trustees hereby approves the personnel list presented in executive session, provided however, that the administration is authorized to make corrections and changes of a clerical nature.**

There being no further business to come before the Board, the meeting was adjourned upon motion and second.

**The University of Central  
Arkansas Board of Trustees**

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**Victor Green  
Chair**

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**Brad Lacy  
Secretary**