

The University of Central Arkansas Board of Trustees convened in a regularly scheduled meeting at 10:00 a.m., October 10, 2014, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present:

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

### **INTRODUCTIONS**

President Courtway introduced the President's Leadership Fellows and Kelley Erstine, chief of staff. Shelley Mehl introduced Haley Fowler, director of annual giving, and Carolyn Ishee, major gifts officer.

### **MINUTES**

Minutes of the following board meetings were unanimously approved as submitted upon motion by Elizabeth Farris and second by Shelia Vaught:

- August 15, 2014; and
- September 16, 2014

### **REPORTS**

Ashley Ross, president of the Student Government Association, reported on the goals set by SGA at its annual retreat.

Shelley Mehl, vice president of the UCA Foundation, gave a power-point presentation on fundraising efforts, which is attached to the original minutes.

Dr. Graham Gillis, associate vice president of human resources, updated the board on health and dental insurance plans. The report is attached to the original minutes.

Diane Newton, vice president of finance and administration, gave a financial update, which included the financial report and a power point presentation. Both are attached to the original minutes.

Bunny Adcock, chair of the Audit and Finance Committee, briefed the trustees on the audits that were reviewed and accepted by the committee.

### **ACTION AGENDA**

### **President's Residence Advisory Committee – Board Policy No. 209**

Board Policy No. 209 provides in part that the President's Residence Advisory Committee is to (a) review any proposed changes to the president's home and grounds; (b) review the estimated costs thereof and the sources and uses of funds to make any such improvements; and (c) make recommendations to the Board of Trustees. The committee met on September 23, 2014, and considered a proposal from Ms. Erica Ruble, a member of the Staff Senate, that bear cubs be carved out of the remainder of the dead tree located in the back yard of the president's house. The carving would be performed by the same individual that carved the bear named Valor located in front of Wingo Hall. The tree died earlier this year and the majority of the tree was removed as a safety precaution. The estimated cost for the carving is \$5,000, and the funds have been allocated by the Staff Senate. President and Mrs. Courtway support the request. The University Public Art Committee has also approved the request. The President's Residence Advisory Committee voted unanimously to recommend approval of the project to the Board of Trustees.

The following resolution was unanimously adopted upon motion by Victor Green and second by Shelia Vaught:

**“BE IT RESOLVED: That the Board of Trustees approves the recommendation of the President's Residence Advisory Committee and approves the expenditure of funds from the Staff Senate on the recommended project.”**

### **Property Acquisition – 212 Baridon Street, Conway Arkansas**

Robert and Julie Hill own the house located at 212 Baridon Street, Conway, Arkansas. The house is approximately 1,277 square feet and 43 years old. The property is in a prime location on Baridon Street in an area that the university needs to acquire for future development. The house was appraised for \$95,000 as of August 5, 2014. The university recently purchased the adjacent property at 1920 South Boulevard for \$100,000.

The university has signed an offer and acceptance with the sellers for \$100,000. A copy of the signed agreement is attached. The closing of the proposed acquisition is conditioned upon the approval of the Board of Trustees. The closing is scheduled to occur not later than May 15, 2015.

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

**“BE IT RESOLVED: That the Board of Trustees approves the transaction described above with Robert and Julie Hill for the sale and purchase of a house with a street address of 212 Baridon Street, Conway, Arkansas, for the sum of \$100,000, and the president and such other officials of the University of Central Arkansas, as the president may from time-to-time designate, are hereby authorized and directed to enter into and execute such other documents, agreements and instruments as are necessary and required to consummate the foregoing purchase.”**

August 22, 2014



Robert and Julie Hill  
1318 Stanley Russ Road  
Conway, AR 72034

**RE: OFFER & ACCEPTANCE – 212 Baridon Street, Conway, AR 72034**

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Dear Mr. and Mrs. Hill:

Subject to the satisfaction of all of the provisions and conditions set forth herein, the Board of Trustees of the University of Central Arkansas (“**Buyer**”) offers to purchase from Robert and Julie Hill (“**Sellers**”) the property described below for the sum of One Hundred Thousand Dollars (\$100,000), plus the Buyer’s share of the closing costs.

The property subject to this offer and acceptance consists of one house and property located at 212 Baridon Street, Conway, Arkansas, 72034, and is more particularly described as follows:

**The North 50 Feet of Lots 10 and 11, Block 70, Boulevard Addition to the City of Conway, Faulkner County, Arkansas. Also, 10 feet of a closed 20 foot alley being more particularly described as beginning at the Northwest corner of said Lot 10, Block 70, Boulevard Addition and running North 10 feet; thence East 100 feet; thence South 10 feet; thence West 100 feet along the North line of Lots 10 and 11, Block 70, Boulevard Addition to the point of beginning, being closed by Ordinance No. 0-07-69 filed for record in Faulkner Count Doc#2007-16736.**

The foregoing legal description shall be referred to as the “Property.” If a survey shall establish a different legal description, the parties agree to modify the legal description to conform to the survey, the intent of the parties being that the entire parcel owned by the Sellers is to be conveyed at closing.

The terms and conditions of this offer to purchase are as follows:

1. The closing date will occur at a mutually acceptable date to be agreed upon by both parties, but shall occur not later than **May 15, 2015**;
2. Buyer shall be entitled to possession of the Property at closing;
3. A policy of title insurance satisfactory to Buyer, insuring unencumbered fee simple title to the Property in Buyer as of closing shall be procured and paid for by Sellers;
4. Sellers shall deliver at closing (a) a warranty deed in standard form conveying fee simple

absolute title to the Property (and any mineral interests owned by Seller), free from all liens, claims or encumbrances of any kind with the grantee being "The Board of Trustees of the University of Central Arkansas" and (b) an assignment of any leases and all rents from the Property, if any;

5. Any and all taxes or assessments on the Property for the current year will be prorated at closing. Sellers shall be responsible for all real property taxes for previous years;
6. Buyer and Sellers will share the cost of closing fees and document preparation. No revenue stamps shall be required due to an exemption under Arkansas law for conveyances by or to a state agency (Buyer);
7. If any personal property shall be stored or situated on the Property, the same shall be removed prior to closing;
8. Sellers represent and warrant to Buyer that Sellers are the sole owner of the Property, and no other person or entity has any form of ownership interest in, or right to use or occupy the Property, and further, that Sellers are in sole and exclusive possession of the Property, except for leases, copies of which have been delivered to representatives of Buyer;
9. Sellers represent and warrant to Buyer that all liens against the Property and all money owed on the Property, if any, are the responsibility of Sellers, and if existing will be satisfied and paid in full at, or prior to, closing;
10. Sellers represent and warrant to Buyer that there are no unrecorded rights-of-way for roadway, utilities or other matters affecting the Property;
11. Sellers represent and warrant to Buyer that there is no loss arising from oil, gas, or other minerals conveyed, retained, or assigned, or from any other activity concerning sub-surface rights or ownership of the subject property, including but not limited to the right of egress or ingress for said sub-surface purposes;
12. Sellers represent and warrant to Buyer that there are no proceedings, either pending or threatened, which, if decided adversely to Sellers, would constitute a lien on the Property; nor are there any money judgments entered by a court against Sellers that constitute a lien on the Property.
13. Sellers represent and warrant to Buyer that there are no unrecorded contracts of sale, options to purchase, or any other kind of agreement with any person or entity, affecting the Property;

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14. Sellers shall be responsible for all risk of loss to the Property and improvements thereon (if any) prior to closing;

15. If Buyer desires to have a survey of the Property performed prior to closing, Sellers agree to cooperate in having the survey performed. Any survey shall be at the expense of Buyer;

16. Sellers represent and warrant that to the best of Sellers' knowledge, no hazardous wastes or materials of any kind have been generated, produced or stored upon the Property, and that to the best of Sellers' knowledge, no such hazardous wastes exist today on the Property; and

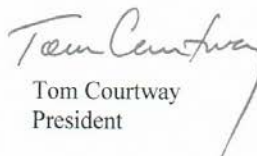
17. Sellers shall complete and deliver, prior to closing, the attached "Disclosure Form" which will become part of the Offer and Acceptance document. Failure to make any disclosure required by the Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of the contract. Any contractors, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the Buyer.

18. Buyer's obligations under this agreement are expressly conditioned upon the prior approval of the Board of Trustees of the University of Central Arkansas. This agreement and Buyer's obligations hereunder shall not be a valid and binding legal obligation of Buyer until approved by resolution duly adopted by the Board of Trustees of the University of Central Arkansas.

There are two originals enclosed. If the terms are agreeable to you, please sign both of them, retain one for your files and please deliver the other original to Warren Readnour, General Counsel, University of Central Arkansas, Wingo Hall 207, 201 Donaghey Avenue, Conway, AR 72035. If you have any questions, you may call Mr. Readnour at 501-450-5007.

**This offer shall terminate and be of no effect unless it is signed by Sellers, and delivered to Warren Readnour, General Counsel, by 4:30 P.M. Central Time on Friday, September 12, 2014.**

Sincerely,

  
Tom Courtway  
President

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ACCEPTANCE BY SELLERS

The offer set forth above and all terms and conditions are hereby accepted on this 10 day of Sept., 2014, at (A.M.) or P.M.).

Robert and Julie Hill

By: Bobby Hill

By: Julie Hill



### **Property Acquisition – 1919 South Boulevard, Conway, Arkansas**

The Janice Nixon Spann Revocable Trust owns the house located at 1919 South Boulevard, Conway, Arkansas. The house is less than 1,500 square feet and is 65 years old, but the site area is 24,450 square feet. The property is in a prime location on South Boulevard in an area that the university needs to acquire for future development. The house was appraised for \$110,000 as of July 17, 2014. The university recently purchased the property across the street at 1920 South Boulevard for \$100,000.

The university has signed an offer and acceptance with the sellers for \$110,000. A copy of the signed agreement is attached. The closing of the proposed acquisition is conditioned upon the approval of the Board of Trustees. The closing is scheduled to occur not later than December 15, 2014.

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

**“BE IT RESOLVED: That the Board of Trustees approves the transaction described above with the Janice Nixon Spann Revocable Trust for the sale and purchase of a house with a street address of 1919 South Boulevard, Conway, Arkansas, for the sum of \$110,000, and the president and such other officials of the University of Central Arkansas, as the president may from time-to-time designate, are hereby authorized and directed to enter into and execute such other documents, agreements and instruments as are necessary and required to consummate the foregoing purchase.”**



August 25, 2014

Janice Spann  
Janice Nixon Spann Revocable Trust  
4 Ironwood  
Conway, AR 72034

**RE: OFFER & ACCEPTANCE – 1919 South Boulevard, Conway, AR 72034**

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Dear Mrs. Spann:

Subject to the satisfaction of all of the provisions and conditions set forth herein, the Board of Trustees of the University of Central Arkansas (“**Buyer**”) offers to purchase from the Janice Nixon Spann Revocable Trust (“**Sellers**”) the property described below for the sum of One Hundred Ten Thousand Dollars (\$110,000), plus the Buyer’s share of the closing costs.

The property subject to this offer and acceptance consists of one house and three lots located at 1919 South Boulevard, Conway, Arkansas, 72034, and is more particularly described as follows:

**Lots 1, 2 and 3, Block 75, Boulevard Addition to the City of Conway, Faulkner County, Arkansas. Also, 10 feet of a closed 20 foot alley on the eastern border of Lot 3 and 10 feet of a closed 20 foot alley on the southern borders of Lots 1, 2 and 3.**

The foregoing legal description shall be referred to as the “Property.” If a survey shall establish a different legal description, the parties agree to modify the legal description to conform to the survey, the intent of the parties being that the entire parcel owned by the Sellers is to be conveyed at closing.

The terms and conditions of this offer to purchase are as follows:

1. The closing date will occur at a mutually acceptable date to be agreed upon by both parties, but shall occur not later than **December 15, 2014**;
2. Buyer shall be entitled to possession of the Property at closing;
3. A policy of title insurance satisfactory to Buyer, insuring unencumbered fee simple title to the Property in Buyer as of closing shall be procured and paid for by Sellers;
4. Sellers shall deliver at closing (a) a warranty deed in standard form conveying fee simple absolute title to the Property (and any mineral interests owned by Seller), free from all liens,



claims or encumbrances of any kind with the grantee being "The Board of Trustees of the University of Central Arkansas" and (b) an assignment of any leases and all rents from the Property, if any;

5. Any and all taxes or assessments on the Property for the current year will be prorated at closing. Sellers shall be responsible for all real property taxes for previous years;
6. Buyer and Sellers will share the cost of closing fees and document preparation. No revenue stamps shall be required due to an exemption under Arkansas law for conveyances by or to a state agency (Buyer);
7. If any personal property shall be stored or situated on the Property, the same shall be removed prior to closing;
8. Sellers represent and warrant to Buyer that Sellers are the sole owner of the Property, and no other person or entity has any form of ownership interest in, or right to use or occupy the Property, and further, that Sellers are in sole and exclusive possession of the Property, except for leases, copies of which have been delivered to representatives of Buyer;
9. Sellers represent and warrant to Buyer that all liens against the Property and all money owed on the Property, if any, are the responsibility of Sellers, and if existing will be satisfied and paid in full at, or prior to, closing;
10. Sellers represent and warrant to Buyer that there are no unrecorded rights-of-way for roadway, utilities or other matters affecting the Property;
11. Sellers represent and warrant to Buyer that there is no loss arising from oil, gas, or other minerals conveyed, retained, or assigned, or from any other activity concerning sub-surface rights or ownership of the subject property, including but not limited to the right of egress or ingress for said sub-surface purposes;
12. Sellers represent and warrant to Buyer that there are no proceedings, either pending or threatened, which, if decided adversely to Sellers, would constitute a lien on the Property; nor are there any money judgments entered by a court against Sellers that constitute a lien on the Property.
13. Sellers represent and warrant to Buyer that there are no unrecorded contracts of sale, options to purchase, or any other kind of agreement with any person or entity, affecting the Property;
14. Sellers shall be responsible for all risk of loss to the Property and improvements thereon

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(if any) prior to closing;

15. If Buyer desires to have a survey of the Property performed prior to closing, Sellers agree to cooperate in having the survey performed. Any survey shall be at the expense of Buyer;

16. Sellers represent and warrant that to the best of Sellers' knowledge, no hazardous wastes or materials of any kind have been generated, produced or stored upon the Property, and that to the best of Sellers' knowledge, no such hazardous wastes exist today on the Property; and


17. Sellers shall complete and deliver, prior to closing, the attached "Disclosure Form" which will become part of the Offer and Acceptance document. Failure to make any disclosure required by the Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that order, shall be a material breach of the terms of the contract. Any contractors, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the Buyer.

18. Buyer's obligations under this agreement are expressly conditioned upon the prior approval of the Board of Trustees of the University of Central Arkansas. This agreement and Buyer's obligations hereunder shall not be a valid and binding legal obligation of Buyer until approved by resolution duly adopted by the Board of Trustees of the University of Central Arkansas.

There are two originals enclosed. If the terms are agreeable to you, please sign both of them, retain one for your files and please deliver the other original to Warren Readnour, General Counsel, University of Central Arkansas, Wingo Hall 207, 201 Donaghey Avenue, Conway, AR 72035. If you have any questions, you may call Mr. Readnour at 501-450-5007.

**This offer shall terminate and be of no effect unless it is signed by Sellers, and delivered to Warren Readnour, General Counsel, by 4:30 P.M. Central Time on Friday, September 12, 2014.**

Sincerely,

  
Tom Courtway  
President

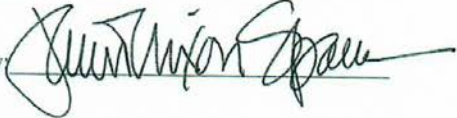
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**ACCEPTANCE BY SELLERS**

The offer set forth above and all terms and conditions are hereby accepted on this 9<sup>th</sup> day of September, 2014, at 4:15 (A.M. or P.M.)

Janice Nixon Spann Revocable Trust

By: 

By: \_\_\_\_\_

By: \_\_\_\_\_

### **Acceptance of Legislative Audit Report for Fiscal Year 2013**

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.

There were no audit report findings for fiscal year 2013. Supplemental comments were provided to management and were submitted for the board's review prior to the October 10, 2014 meeting.

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

**“BE IT RESOLVED: That the Board of Trustees accepts the audit report for fiscal year 2013 as prepared by the Arkansas Division of Legislative Audit.”**

### **Website Use – Board Policy No. 411**

Board Policy No. 411, Website Use, has been revised to clarify the duties of the website authors and the director of web development. In addition, references to the vice president of university and government relations have been modified to reflect current positions. The language to be deleted is stricken through, and language to be added is highlighted.

The following resolution was unanimously adopted upon motion by Bobby Reynolds and second by Victor Green:

**“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 411, Website Use, as attached to this resolution, and the changes set forth shall be effective from and after this date.”**

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 411

Subject: Website Use

Date Adopted: 10/98 Revised: 02/08, 08/13, 10/14

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The University of Central Arkansas website (uca.edu) is the official electronic voice of the university.

**General Guidelines:**

- Use of the site should not violate federal or state law;
- Use of the site should not violate copyright law;
- The site should not be used for commercial activities;
- The site should not be used to distribute unsolicited advertising; and
- The site should not be used to post obscene, sexually-explicit images or remarks that are defamatory, threatening, harassing, abusive, hateful, intimidating or embarrassing to others.

This list is not comprehensive and is subject to change.

**Copyright & Style:**

A majority of graphics, images and text, and all UCA-related logos, seals and word-marks are protected by trademark or copyright. They may not be reproduced in any electronic or written medium without the prior written consent of UCA. For information on UCA's Graphic Standards and Style Guide, Website Style Guide, Social Media Guidelines or Licensing, please refer to [uca.edu/go/guide](http://uca.edu/go/guide).

**Websites:**

An official website is one that communicates official information about the services, requirements, or curriculum of UCA, or one of its programs or offices and is maintained for that purpose by an academic department or administrative office. Official website content (text and images) is developed by each individual department. Once official websites are developed, they are reviewed and approved by the Web Development Office before being linked to UCA's website and are subsequently monitored for compliance.

Top-level websites are maintained by the Web Development Office.

A non-official website is any site that does not fall under the definition of an official website. Examples of non-official websites are personal home pages and the pages of student

organizations. UCA reserves the right to remove non-official links in which content does not comply with the General Guidelines.

Websites should be well organized, clear and up-to-date. Content must be reviewed regularly to ensure continued accuracy. A regular review by ~~the owners~~ website authors is the best method to ensure timeliness and accuracy. However, UCA the director of web development will perform periodic audits and if necessary, ~~remove or modify~~ correct, update, modify and/or remove content.

Website authors must ensure that required copyright and trademark permissions have been obtained prior to posting copied material. Without due care and attention, copyright and trademark rights can be violated by simply “borrowing” or copying content from other sources. Violations can lead to severe penalties, which fall on both the user publishing the content and the institution hosting the material.

### **Links to Non-UCA Websites:**

UCA assumes no responsibility for content on non-UCA sites. Website authors should consider that such links, even when clearly labeled, may be misinterpreted as being associated with the university. Users with links to pages in which they have a monetary interest should be aware of the risk of being in violation of policies regarding advertising and commercial use.

### **Violations of This Policy:**

~~A Website Task Force, convened by the director of Web Development and composed of the vice president of university and government relations, as well as representatives of the faculty, the Division of University and Government Relations, the Division of Advancement, the Division of Student Services, and the university’s legal counsel, will review webpages or links to determine whether they meet these guidelines and comply with applicable policies. If the task force determines that content is not appropriate or violates policies, the task force may remove or modify the content. The content provider will be notified and may appeal, in writing, to the Website Task Force.~~

A Website Task Force will be composed of the chief of staff; the associate vice president for communications, public relations, and marketing; the university’s legal counsel; and one representative from each of the following: the faculty, the Division of Advancement, and the Division of Student Services. The task force will be convened by the director of web development when necessary to review webpages and/or links to determine whether they meet these guidelines and comply with applicable policies. If the task force determines that content is not appropriate or violates policies, it may correct, update, modify and/or remove the content. The content provider will be notified and may appeal, in writing, to the Website Task Force.



## **Distinguished Alumni Awards – Board Policy No. 403**

**The Distinguished Alumnus Award is the most prestigious award presented to an alumnus of the University of Central Arkansas.**

*“A Distinguished Alumnus for the University of Central Arkansas is recognized for outstanding contribution to the University, community, state or society; outstanding achievement in a particular field of endeavor; possessing a reputation that enhances the reputation of the University and serves as an example to UCA students; and contributing to the goals or the welfare of the University.”*

The University of Central Arkansas has awarded the citation of “Distinguished Alumnus” since 1986. The Distinguished Alumnus Selection Committee unanimously recommends that Faith A. Fields, BSN-75 MSN-88, receive the award for 2015.

The committee chose to recognize the length of honorable service of this UCA graduate. The award will be presented to Ms. Fields at an appropriate venue in 2015.

### **Faith A. Fields, BSN-75 MSN-88**

During her long and fulfilling career in nursing, Faith A. Fields was able to significantly advance the nursing profession through improved systems, communication and regulatory updates. Upon graduation from UCA in 1975, Ms. Fields spent several years working in the areas of critical care, education, long-term care and nursing administration.

In 1988, she was appointed by then Governor Clinton to serve as a member of the Arkansas State Board of Nursing (ASBN). In 1991, she joined the staff of the Board of Nursing, serving as director of nursing education with responsibility for the oversight of nursing education programs in Arkansas.

In 1996, Ms. Fields was selected by the ASBN to serve as their executive director, responsible to the board for the administration and enforcement of the Arkansas Nurse Practice Act. She retired from the ASNB in 2010. Mrs. Fields currently serves as the nurse residency program coordinator at Conway Regional Medical Center.

Accomplishments during her leadership at ASBN include:

- statewide articulation plan which was developed between all levels of entry-level nursing programs;
- disciplinary process was collaboratively developed with the Attorney General's Office;
- additional staff members were obtained to promote and enhance the office's services;
- electronic data-base of the state's nurses;
- state funding for scholarships to prepare more nurses and more nurse educators; and
- creation of a bi-monthly statewide magazine which focuses on nursing regulation.

Ms. Fields also initiated a statewide regional workshop, focused on regulation, just culture, ethics in nursing practice, and regulatory guidelines.

While serving as executive director, Ms. Fields became actively involved in the National Council of State Boards of Nursing (NCSBN). Through her leadership, Arkansas was the second state in the nation to pass the Interstate Compact for Nurse Licensure that enables a nurse to practice in any state in the country that has enacted similar legislation, using their Arkansas license. Ms. Fields also assumed an active leadership role with NCSBN serving as president of NCSBN (2006-2008). In addition, she served as director-at-large for two years and as a NCSBN liaison to the Institute of Regulatory Excellence, Advanced Practice Committee and the Nurses Advisory Panel.

Ms. Fields has received recognition and service awards at both the state and national levels. In 1988, she was awarded the Academic Excellence Award. At the state level, she has twice received the Distinguished Service Award from the state nurses association, a state Nurse Administrator of the Year Award, and a Woman Pioneer Award by the state chapter of the National Association of Women Business Owners. In August 2009 she was honored with the National Council of State Boards of Nursing's prestigious R. Louise McManus Award.

The following resolution was unanimously adopted upon motion by Shelia Vaught and second by Elizabeth Farris:

**“BE IT RESOLVED: That the Board of Trustees hereby recognizes the contributions and achievements of Faith A. Fields and confers on her the honor of distinguished alumnus. The board directs the administration to prepare appropriate formal resolutions and memorials to recognize her accomplishments.”**

### **Distinguished Dean Emeritus**

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

#### RESOLUTION

Dr. Neil Hattlestad, Distinguished Dean Emeritus

WHEREAS, Dr. Neil Hattlestad earned his Bachelor of Arts degree in 1961 and a Master of Arts degree in 1965 in physical education from the University of Northern Iowa, and his Doctor of Education degree in health and physical education from the University of Wyoming in 1970; and

WHEREAS, Dr. Hattlestad has had a long and distinguished career in education having served as a teacher and coach in the Iowa and California public school systems and in the Department of Health and Physical Education at Frostburg State University; as chair of the Department of Health and Physical Education at Dakota State University; as coordinator of graduate

studies in the Department of Health, Physical Education, and Recreation at South Dakota State University; and as chair of the Department of Physical Education at Sam Houston State University; and

WHEREAS, Dr. Hattlestad served as chair/president of the college/university section of the American Alliance of Health, Physical Education, Recreation, and Dance (including the South Dakota and Texas associations); as consultant-evaluator for the National Council for Accreditation of Teacher Education and for the Higher Learning Commission of the North Central Association of Colleges and Schools (“HLC”); as a member of the Commission on Accreditation in Physical Therapy Education (chair, 1996–1997); as a graduate faculty member for the United States Sports Academy and a speaker/clinician for the President’s Council on Physical Fitness and Sports; and has conducted seminars in Saudi Arabia, Malaysia, Singapore and the Philippines; and

WHEREAS, Dr. Hattlestad served the University of Central Arkansas (“UCA”) with distinction as professor and dean of the College of Health and Behavioral Sciences and its organizational predecessors for thirty years; and

WHEREAS, Dr. Hattlestad led the restructuring of his college several times during his tenure as dean, most recently with the addition of the Department of Psychology and Counseling to the college, creating a uniquely effective synergy for the health and behavioral sciences; oversaw the establishment of the first Arkansas PhD and DPT programs in Physical Therapy and of a consortium PhD program in Communication Sciences and Disorders with the University of Arkansas at Little Rock and the University of Arkansas for Medical Sciences; recruited exceptional faculty with terminal degrees from some of the most-respected universities in the country; and, with these and other accomplishments too many to enumerate, grew a college that is indisputably one of the best of its kind in Arkansas; and

WHEREAS, Dr. Hattlestad successfully guided the relocation of the National Conference of Academic Deans – established in 1941, NCAD is the nation’s oldest organization with programming focused on the academic deanship – to the UCA campus and continued until his retirement to serve as the campus host for this annual meeting that attracts college and university deans and provosts from institutions across the nation and the Virgin Islands; and

WHEREAS, Dr. Hattlestad deftly co-chaired teams of administrators, faculty, staff and students responsible for preparing an HLC Monitoring Report submitted to the Commission in 2012 and preparations for an HLC Focused Visit in 2013 and, even after his retirement as dean, continued to mentor the campus team responsible for the successful HLC focused visit in November 2013;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the University of Central Arkansas confers upon Dr. Neil Hattlestad the designation of Distinguished Dean Emeritus in honor of his years of dedicated service to the university and to higher education; and

BE IT FURTHER RESOLVED, that this resolution be made a part of the minutes of the University of Central Arkansas Board of Trustees meeting.

Adopted this 10<sup>th</sup> day of October 2014, in Conway, Arkansas.

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Kay Hinkle  
Chair of the Board

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Shelia Vaught  
Secretary of the Board

### **NOTIFICATIONS AND DELETIONS**

#### **Notification: Name Change for the Department of Early Childhood and Special Education**

The faculty of the Department of Early Childhood and Special Education have proposed a change of their department's name to the Department of Elementary, Literacy, and Special Education. The new name more accurately reflects the department's academic programs, which include the BSE programs in Elementary Education and Special Education and the MSE programs in Reading and Special Education.

The name change has been endorsed by all appropriate councils and administrators and has been approved by the provost and president.

Supporting materials (following pages): (1) Curriculum Form 2-A, (2) ADHE Form LON-1

**UNIVERSITY OF CENTRAL ARKANSAS**  
**Proposal for Curriculum Change: Action Item**

GENERAL EDUCATION COUNCIL       UNDERGRADUATE COUNCIL       GRADUATE COUNCIL

Department/program area Early Childhood and Special Education      Date April 1, 2014

**Check area of change and supply requested information. Attach required documentation.**

- Change in semester credit hour requirements for a major or minor  
 Current requirement \_\_\_\_\_ Proposed requirement \_\_\_\_\_
- Change course(s) from an elective to a requirement in a major or minor  
 Subject prefix \_\_\_\_\_ Course number(s) \_\_\_\_\_
- Change course(s) from a requirement to an elective in a major or minor when the change affects total hours and/or affects another department/program area  
 Subject prefix \_\_\_\_\_ Course number(s) \_\_\_\_\_
- Approval of existing course(s) as General Education course(s). see Curriculum Form 4 for required documentation.  
 Subject prefix \_\_\_\_\_ Course number(s) \_\_\_\_\_
- Change level of course (e.g. change from 2000- to 4000-level course number)  
 Program prefix \_\_\_\_\_ Current course number(s) \_\_\_\_\_ Proposed number(s) \_\_\_\_\_
- Change in credit hour value of course(s) (e.g., change 3-hour to 2-hour course or change to variable credit)  
 Current course number \_\_\_\_\_ Proposed course number(s) \_\_\_\_\_
- Deletion of course when the change affects total hours and/or affects another department/program area (Note: Once a course is deleted, it can be reinstated only through the new course proposal process.)  
 Subject prefix \_\_\_\_\_ Course number \_\_\_\_\_
- Prerequisite change increasing total hours for a major or minor and/or affecting another department/program area  
 Current hours \_\_\_\_\_ Proposed hours \_\_\_\_\_
- Other (specify): **Department name change to: Department of Elementary, Literacy, and Special Education. The new name, Elementary, Literacy and Special Education, better reflects the primary programs housed in the department. It is the preference of the faculty to avoid a generic department name to facilitate location of primary programs with ease.**

**Required documentation: attach documents detailing and justifying the proposed curricular change.**

Proposed effective date of change (term and year): as soon as it receives ADHE approval

<b>Change recommended by</b>			
<u>Shoudong Feng</u>	<u>4/7/2014</u>	<u>Deana Ponder</u> <sup>DS</sup>	<u>4/23/14</u>
Department Curriculum Committee	Date	Professional Education Council	Date
<u>Lillian Allen</u>	<u>4-7-2014</u>		
Department Chair	Date	General Education Council	Date
<u>Shelly Abbott</u>	<u>4-14-14</u>	<u>Shelly Abbott</u>	<u>8-8-14</u>
College Curriculum & Assessment Committee	Date	Undergraduate Council	Date
<u>Deana Ponder</u> <sup>DS</sup>	<u>4/14/14</u>		
College Dean	Date	Graduate Council	Date
		<u>Loz Voss</u>	<u>8-27-14</u>
		Council of Deans	Date
<b>Change approved by</b>		<b>Change recorded by</b>	
<u>[Signature]</u>	<u>8/28/2014</u>		
Provost	Date	Undergraduate/Graduate Studies, Registrar	Date

**LETTER OF NOTIFICATION – 1**

**NAME CHANGE OF EXISTING CERTIFICATE, DEGREE,  
MAJOR, OPTION, OR ORGANIZATIONAL UNIT**

(No change in curriculum, emphasis, or organizational structure)

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn  
Associate Provost

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

(501) 450-3126  
jona@uca.edu

**4. Proposed effective date**

Upon notification

**5–6. N/A**

**7. Current title of organizational unit**

Department of Early Childhood and Special Education

**8–9. N/A**

**10. Proposed name of organizational unit**

Department of Elementary, Literacy, and Special Education

**11–12. N/A**

**13. Reason for proposed action**

The new name more adequately reflects the academic programs housed in the department.

President/Chancellor Approval Date: 9/2/2014

Board of Trustees Notification Date: expected no later than 9/8/2014

Chief Academic Officer:

  
SIGNATURE

8/28/2014

DATE

[UCA form updated 2014-02-05]



**Notification: New Minor Program in Special Education**

The faculty of the Department of Early Childhood and Special Education have proposed a new *non-licensure* minor program in Special Education. The program comprises 18 credit hours of courses in special education and is designed for students who do not seek teacher licensure but who have an interest in diverse populations to increase their knowledge of and skills in working with persons with disabilities. The department expects interest in the new minor from students planning careers in human services related fields such as occupational therapy, physical therapy, and psychology/counseling.

All appropriate councils and administrators have endorsed this proposal, and the provost and president have approved it.

Supporting materials (following pages): (1) Curriculum Form 3, (2) ADHE Form LON-3.

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

Department Early Childhood and Special Education Date March 17, 2014

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

Bulletin title of program (brief):

**Special Education Minor**

Brief description of program (attach additional documentation as required):

The minor in Special Education includes the following 18 hrs of upper division special education courses. Course substitutions are not allowable.  
 ECSE 3309: Development and Characteristics of Diverse Learners  
 ECSE 3320: Foundations of Inclusive Education  
 ECSE 4303: Current Issues and Trends in Special Education  
 ECSE 4308: Educational Programming for Students with Significant Disabilities  
 ECSE 4306: Educational Programming for Middle and Secondary Learners with Mild Disabilities  
 ECSE 4302: Behavior Guidance for the Diverse Classroom

The minor is designed for non-teacher education majors only and does not meet licensure requirements for special education. Admission into teacher education will not be required for students taking the above courses as part of the minor in special education.

Proposed effective date for new program (term and year): 2014-2015 Academic Year

<b>Program recommended by</b>			
<u>Shoudong Teng</u>	<u>4/7/2014</u>	<u>Diana Ponder</u> <sup>DB</sup>	<u>4/23/14</u>
Department Curriculum Committee	Date	Professional Education Council	Date
<b>Director of Assessment</b>		<b>General Education Council</b>	
<u>Ashlee Ellis</u>	<u>4-7-2014</u>	<u>Kurt Kober</u>	<u>8-8-14</u>
Department Chair	Date	Undergraduate Council	Date
<b>College Curriculum &amp; Assessment Committee</b>		<b>Graduate Council</b>	
<u>Shelly Abbott</u>	<u>4-11-14</u>		
College Dean	Date	Council of Deans	Date
<u>Diana Ponder</u> <sup>DB</sup>	<u>4/14/14</u>	<u>Roz Voss</u>	<u>8-27-14</u>

<b>Program approved by</b>		<b>Program recorded by</b>	
<u>[Signature]</u>	<u>8/28/2014</u>	<u>[Signature]</u>	
Provost	Date	Undergraduate/Graduate Studies Registrar	Date

**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 – 3

### NEW OPTION, CONCENTRATION, EMPHASIS, MINOR

(Maximum 18 semester credit hours of new theory courses and 6 credit hours of new practicum courses)

**1. Institution submitting request**

University of Central Arkansas

**2. Contact person/title**

Jonathan A. Glenn  
Associate Provost

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

(501) 450-3126  
jona@uca.edu

**4. Proposed effective date**

Spring 2015

**5. Title of existing degree program** (Indicate if the listed degree program is approved for distance delivery.)

N/A. The proposed minor uses courses from the new BSE in Special Education (degree code: 3210)

**6. CIP code**

13.1001

**7. Degree code**

N/A

**8. Proposed name of option/concentration/emphasis/minor**

Minor in Special Education (non-licensure)

**9. Reason for proposed action**

The proposed minor provides an opportunity for students who do not seek teacher licensure but who have an interest in diverse populations to increase their knowledge of and skills in working with persons with disabilities.

**10. Provide the following**

**a. Curriculum Outline (list of courses in the new option/concentration/emphasis/minor) – indicate which courses are required by underlining them**

The non-licensure minor in Special Education includes 18 hours of upper-division special education courses, as listed below. Course substitutions are not allowable. Admission to the teacher education program is *not* required for students taking these courses as part of the minor in Special Education.

ECSE 3309 Development and Characteristics of Diverse Learners  
ECSE 3320 Foundations of Inclusive Education  
ECSE 4303 Current Issues and Trends in Special Education  
ECSE 4308 Educational Programming for Students with Significant Disabilities  
ECSE 4306 Educational Programming for Middle and Secondary Learners with Mild Disabilities  
ECSE 4302 Behavior Guidance for the Diverse Classroom

**b. Total semester credit hours required for option/concentration/emphasis/minor (option range: 9–24 semester credit hours; typical minor range: 18–25 semester credit hours)**

18 semester credit hours

**c. New courses and new course descriptions**

N/A

**d. Goals and objectives of program option/minor**

This minor is designed to build a basic knowledge and understanding of disabilities by introducing students to (1) types of disabilities/conditions, (2) current laws and trends guiding community and educational services to individuals with disabilities, and (3) educational and behavioral strategies for working effectively with individuals with disabilities.

*The minor program is designed for non-education majors and does not lead to Arkansas teacher licensure in special education.*

**e. Expected student learning outcomes**

With the exception of field requirement outcomes, the student learning outcomes are the same as required for special education majors.

**f. Documentation that program option meets employer needs**

N/A

**g. Student demand (projected enrollment) for program option/minor**

While we cannot project enrollment, we do anticipate an interest in this minor from students majoring in human service related fields such as OT, PT, Speech and Language Pathology, Sociology, and Psychology.

**h. Name of institutions offering similar program/program option and the institution(s) used as a model to develop the proposed program option**

N/A

**11. Institutional curriculum committee review/approval date**

Undergraduate/Graduate Council: 8/8/2014  
Council of Deans: 8/27/2014

**12. Will the new option be offered via distance delivery? If so, indicate mode of distance delivery.**

No.

**13. Explain in detail the distance delivery procedures to be used.**

N/A

**14. Specify the amount of the additional costs required, the source of funds, and how funds will be used.**

N/A

**15. Provide additional information if requested by ADHE staff.**

If requested.

President/Chancellor Approval Date: 9/2/2014

Board of Trustees Notification Date: expected no later than 9/8/2014

Chief Academic Officer:  8/28/2014  
SIGNATURE DATE

[UCA form updated 2014-02-05]

## **EXECUTIVE SESSION**

Executive session, for the purpose of reviewing appointments, adjustments, resignations and other personnel matters, was unanimously declared upon motion by Bunny Adcock with a second by Brad Lacy.

## **OPEN SESSION**

The following motion made by Brad Lacy with a second by Victor Green was unanimously approved.

**“I move that all appointments, adjustments, resignations and other matters set forth on the personnel list discussed in executive session be approved.”**

## **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned upon motion by Bunny Adcock and second by Shelia Vaught.

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

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**Kay Hinkle  
Chair**

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**Shelia Vaught  
Secretary**