

The University of Central Arkansas Board of Trustees convened in a regularly scheduled meeting at 10:00 a.m. Friday, May 13, 2016, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present:

Chair: Ms. Shelia Vaught  
Vice Chair: Ms. Elizabeth Farris  
Secretary: Mr. Joe Whisenhunt  
Mr. Bunny Adcock  
Ms. Kay Hinkle  
Mr. Brad Lacy

Mr. Victor Green was absent.

**STATEMENTS FROM THE PRESIDENTS OF THE STUDENT GOVERNMENT ASSOCIATION, FACULTY SENATE, AND STAFF SENATE**

Mr. Zach Carter, out-going president of the Student Government Association, addressed the board.

Dr. Ben Rowley, out-going president of the Faculty Senate, also addressed the board. Dr. Rowley's handouts are attached to the original minutes.

Mr. Colin Stanton, president of the Staff Senate, addressed the board.

**REPORTS**

Chair of the board, Shelia Vaught, read the following statement:

"The President Search Advisory Committee met on Monday to interview four executive search firms. The committee selected Parker Executive Search from Atlanta, Georgia. Ms. Laurie Wilder, president of the firm, represented the firm at the interview and will be the consultant who leads our search.

Once a contract is signed between the UCA Foundation and Parker Executive Search, the first step in the process will likely be an on-campus visit in late May or early June. The firm will visit the university and meet with multiple groups to gain an understanding of the expectations for the search."

Financial Update – Diane Newton, vice president for finance and administration, gave a financial update, which is attached to the original minutes.

Audit and Finance Committee – Bunny Adcock, chair of the Audit and Finance Committee reported on the HPER Center audit that was reviewed at the committee's February 12 meeting. Mr. Adcock also reported that the proposed budget was discussed at the meeting.

President Courtway read the following statement:

“After some discussion with various members of the board, and the work of the Audit and Finance Committee, we have decided to postpone consideration of the proposed tuition/fee/room and board increases, as well as the proposed operating budget for the next year.

We appreciate the engagement and involvement of the trustees as we move through this process. This brief period will allow us additional time to review the level of tuition/fee increases being proposed and also make sure that we review the overall spending for the next year, but most importantly, make sure the proposed cost-of-living adjustments for faculty and staff are at the level they need to be as we move ahead.”

Greek Village Phase II Pro-formas/Proposed Timeline – Ronnie Williams, vice president for student services, and Diane Newton presented the board with the proposed size of fraternity houses, locations, and pro-formas for Greek Village Phase II. The report is attached to the original minutes.

Donaghey District Update – TJ Johnston, director for special projects, reported on the progress of Donaghey Hall and asked the board to consider a request for proposal (RFP) for the Donaghey District master plan.

## **MINUTES**

Minutes of the following board meetings were unanimously approved as submitted upon motion by Kay Hinkle and second by Joe Whisenhunt:

- February 12, 2016
- February 26, 2016
- March 31, 2016

## **ACTION AGENDA**

### **Strategic Plan**

Provost Steve Runge reviewed the goals of the strategic plan.

The following resolution was unanimously adopted upon motion by Elizabeth Farris and second by Brad Lacy:

**“BE IT RESOLVED: That the report submitted by the 2016 Strategic Planning Task Force is hereby adopted as the University of Central Arkansas’ strategic plan.”**

**Contract Review Procedures – Board Policy No. 416**

Pursuant to Board Policy No. 416, Contract Review Procedures, the administration must seek board approval for any contract that requires the university to expend funds, at any time, in excess of \$250,000 or any contract with a term exceeding one year, unless the Office of General Counsel certifies, in writing, that the contract may be terminated by the university on the giving of written notice of 90 days or less.

The administration is seeking board approval for the university to enter into contracts with the following companies/organizations:

- TicketReturn, LLC
- Workplace Answers, LLC
- Blue Sail Coffee, LLC

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

**“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into contracts with the companies/organizations listed above.”**

**UNIVERSITY OF CENTRAL ARKANSAS  
REASON FOR REQUIRING BOARD REVIEW AND ACTION**

*(Board Policy No. 416)*

Contract with a term of more than one year

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**SUMMARY**

1. Parties: University of Central Arkansas and TicketReturn, LLC.
2. Purpose: To provide a comprehensive, internet-based, vendor-hosted, box office ticket management software for athletic events.
3. Term: The term of the agreement is from July 1, 2016, until June 30, 2021.
4. University Funds to be Paid: The university will pay \$93,400 over the five-year period.
5. Funds Received: None

6. Public Bid/Purchasing Approval: Request for Proposal (RFP) opened January 12, 2016. Six companies responded. The proposals were reviewed and scored by the Evaluation Committee. TicketReturn located in Charlotte, North Carolina, was selected by the committee to provide the service for this project.
7. Special Provisions/Terms/Conditions: None.
8. Approval/Notification to UCA Foundation: N/A

Form prepared by: Warren Readnour, General Counsel

Date: April 19, 2016

**UNIVERSITY OF CENTRAL ARKANSAS**  
***REASON FOR REQUIRING BOARD REVIEW AND ACTION***  
***(Board Policy No. 416)***

Contract with a term of more than one year

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**SUMMARY**

1. Parties: University of Central Arkansas and Workplace Answers, LLC.
2. Purpose: Renewal of agreement to provide on-line training programs for faculty, staff, and students.
3. Term: July 1, 2016 to June 30, 2019.
4. University Funds to be Paid: \$44,500.
5. Funds Received: None.
6. Public Bid/Purchasing Approval: No bid or purchasing requirements involved.
7. Special Provisions/Terms/Conditions: None.

8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: April 19, 2016

**UNIVERSITY OF CENTRAL ARKANSAS**

***REASON FOR REQUIRING BOARD REVIEW AND ACTION***

***(Board Policy No. 416)***

Contract with a term of more than one year

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**SUMMARY**

1. Parties: Lease between the University of Central Arkansas (Lessor) and Blue Sail Coffee, LLC, of Conway, Arkansas.
2. Purpose: An amendment to the existing Blue Sail Coffee lease of approximately 1511 square feet in Donaghey Hall in order to operate a retail coffee store.
3. Term: The term of the current lease is five years. The amendment increases the term by two years.
4. University Funds to be Paid: N/A.
5. Funds Received: The base rent for the existing five-year lease is an annual amount of \$15.00 per square foot. The two additional years will be at an annual amount of \$17.00 per square foot.
6. Public Bid/Purchasing Approval: N/A.
7. Special Provisions/Terms/Conditions: None.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: May 12, 2016

**Firearms Possession by Faculty or Staff – Board Policy No. 507 and Concealed Weapons Resolution Pursuant to Act 226 of 2013**

Board Policy No. 507, Firearms Possession by Faculty or Staff, states as follows:

**The possession, carrying, storage or use of any handgun or firearm of any type is prohibited (a) on the university campus, (b) in any building owned or controlled by the university, and (c) at any university event.**

**The administration shall develop and publish notices advising all persons of this prohibition. The administration shall also publish such notices on the university’s website and in the *Faculty Handbook* and *Staff Handbook*, and shall develop and publish sanctions for violations of this policy consistent with Arkansas law and other university regulations.**

**These provisions shall not apply to any certified law enforcement officer employed by the university police department, any other certified law enforcement officer, or any other possession authorized by law.**

In 2013, the Arkansas General Assembly adopted Act 226, which became effective on August 16, 2013. This act modified the state’s concealed weapons law by adding a section (A.C.A. 5-73-322) to allow full-time faculty and staff of a college/university with a concealed carry permit to carry a handgun in the buildings and on the grounds of the campus. However, a provision of A.C.A. 5-73-322 allows the governing body of a college/university to opt out of the provision by adopting a resolution that disallows the carrying of a concealed handgun by faculty/staff in the buildings and on the grounds of the university/college, and such institution must post notices as required by Arkansas law. The law also provides that the resolution shall be effective for a period of one year. The following resolution was adopted in May 2015:

**“BE IT RESOLVED: That the Board of Trustees (a) approves the revisions to Board Policy No. 507, Firearms Possession by faculty or staff, as attached to this resolution; (b) hereby ratifies and affirms the provisions of Board Policy No. 507 as revised; (c) pursuant to the provisions of Act 226 of 2013 and A.C.A. 5-73-322 and commencing on August 16, 2015, hereby disallows the carrying of a concealed handgun by faculty/staff in the buildings or on the grounds of the University of Central Arkansas for a period of one year; and (d) directs and authorizes the administration to take any and all steps necessary to ensure the compliance with such opt out provisions of Act 226 and A.C.A. 5-73-322, including, but not limited to, the posting of any and all signs required or necessary to comply with the foregoing act.”**

In order to continue the provisions of Board Policy No. 507 and the resolution adopted in 2015, the board must vote on a resolution pursuant to A.C.A 5-73-322.

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

**“BE IT RESOLVED: That the Board of Trustees (a) hereby ratifies and affirms the provisions of Board Policy No. 507 set forth above; (b) pursuant to the provisions of Act 226 of 2013 and A.C.A. 5-73-322 and commencing on August 16, 2016, hereby disallows the carrying of a concealed handgun by faculty/staff in the buildings or on the grounds of the University of Central Arkansas for a period of one year; and (c) directs and authorizes the administration to take any and all steps necessary to ensure the compliance with such opt out provisions of Act 226 and A.C.A. 5-73-322, including, but not limited to, the posting of any and all signs required or necessary to comply with the foregoing act.”**

### **Board Policies - Revisions**

The administration has reviewed various board policies and identified changes that are primarily intended to clarify and update each policy. The language to be deleted is stricken through, and language to be added is highlighted.

The proposed changes to each policy are summarized as follows:

Computer Use - Board Policy No. 412 has been revised to replace general language regarding appropriate e-mail use with more specific language regarding what is prohibited. In particular, the general prohibition on harassing communications has been replaced with expanded language regarding what constitutes a prohibited use. The revised policy also addresses the storage of personally-owned data on university-owned computers and electronic devices. This change alleviates the need for the university to back up or restore personally-owned data stored on university-owned computers and electronic devices.

Contract Review Procedures - Board Policy No. 416 currently provides that the Board of Trustees must approve any contract with a term exceeding one year unless the Office of General Counsel certifies the contract may be terminated with written notice of 90 days or less. The current policy also provides that the president can approve a contract of an amount up to \$99,999. The policy has been revised to allow the university to enter into a contract with a term exceeding one year, if the contract will not require the university to expend funds in excess of \$99,999. The policy has also been revised to provide that a contract rider is not required for contracts with other state entities, federal entities, and state-procured contracts.

Retiree Benefits - Board Policy No. 516 establishes the requirements for an employee to be a qualified retiree eligible to continue participating in insurance plans. The policy currently does not address the situation where an employee dies and leaves dependents who were covered by insurance plans. The policy has been revised to reflect that an employee who dies after five years of employment will be considered a retiree in the same manner as an employee approved for long-term disability.

Fee Waiver – Employees - Board Policy No. 623 has been revised to reflect that if an employee is eligible for retiree benefits under Board Policy No. 516, the dependent(s) of such employee is

eligible for the fee waiver until the dependent turns age 25. The policy has also been expanded to allow the fee waiver to be used in conjunction with other university discounts and scholarships as long as the total aid does not exceed 100% of general registration and mandatory fees.

Fees – Health, Physical Education, Recreation (HPER) Center and Farris Pool - Board Policy No. 647 has been revised to reflect that the HPER Center pool has replaced the Farris Pool. The policy has also been revised to update terminology, reflect additional hours for alumni members, and specify the process for determining cost for various services (guest passes, locker rentals, towel service). Further, the policy is being revised to clarify that members of the Board of Trustees will be considered employees for purposes of HPER membership.

Discretionary Scholarship Program for Students with Exceptional Circumstances - Board Policy No. 710 has been revised to modify the membership of the Assistance Program for Students with Exceptional Circumstances (APSEC) Committee and to reflect that past due balances refer to prior terms. The membership change is to specify a designee of the provost rather than a specific associate provost and to add the director of student accounts. The APSEC Committee voted to recommend the changes.

The following resolution was unanimously adopted upon motion by Bunny Adcock and second by Joe Whisenhunt:

**“BE IT RESOLVED: That the Board of Trustees approves the following revisions to the board policies set forth above and 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: 412

Subject: Computer Use

Date Adopted: 05/99 Revised: 08/13, 05/16

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1. Introduction

The university provides an opportunity for students and other members of the university community to enhance educational experiences and expand academic knowledge by making available access to computer facilities and resources, including the Internet, e-mail, and the World Wide Web. Thus, technology places a significant amount of power and information in the hands of its users that carries an equal amount of responsibility. Therefore, the following policy has been adopted to define responsible and ethical behavior relating to use of computing facilities and resources at the university. The policy is applicable to all university faculty, staff, and students. As users of these resources, all faculty, staff and students are responsible for reading and understanding the policy.

As a part of the physical and social learning infrastructure, the university acquires, develops, and maintains a computing infrastructure consisting of computers, networks, and a variety of related support systems. These computing resources are to be used for university-related purposes, including but not limited to, the following:

- Direct and indirect support of the university's teaching, research, and service missions;
- Support of the university's administrative functions;
- Support of student and campus life activities; and
- Support of the free exchange of ideas among members of the university community, as well as between the university community and the local, national, and world communities.

All information technology resources are the property of the university. Except for personally-owned computers, the university owns, or has responsibility for, all of the computers and internal computer networks used on campus. Users of university computing resources and facilities do not own the systems or the accounts they use when accessing university computers or systems. All existing federal and state laws and university regulations and policies apply, including not only those regulations that are specific to computers and networks but also those that may apply generally to personal conduct and state-owned property. Rules prohibiting misuse, theft, or vandalism apply to all software, data, and physical equipment, including university-owned data as well as data stored by individuals on university computing systems.

2. Appropriate Use Guidelines

The rights of academic freedom and freedom of expression apply to the use of university computing resources. So too, however, do the responsibilities and limitations that are associated with those rights. The use of university computing resources, like the use of any other university-provided resource and like any other university-related activity, is subject to the normal requirements of legal and ethical behavior.

Employee and student access to and use of electronic tools such as e-mail and the Internet are intended for university business and educational purposes. Limited and reasonable use of these tools for occasional employee personal purposes is permitted as long as the use does not result in additional cost or loss of time or resources for intended business purposes.

University-owned computers and electronic devices are subject to full-disk encryption, formatting, and erasure with or without notice. Accordingly, the university encourages that all data be stored on the appropriate university-provided network or university-provided Internet-based storage systems. Furthermore, the university is not responsible for the storage, backup, and/or recovery of any personal data (including but not limited to photos, music, movies, and personal files) stored on university-owned computers and electronic devices.

### 3. Inappropriate Uses

Faculty, staff, and students must use good judgment in the use of all computing resources, including but not limited to Internet access and e-mail use. ~~E-mail messages must be appropriate in type, tone and content. Employee and student use of e-mail and the Internet must be able to withstand public scrutiny without embarrassment to the university or the State of Arkansas.~~ Computing and telecommunications may be used only for legal purposes and may not be used for any purpose that is illegal, unethical, dishonest, ~~damaging to the reputation of the university~~ or likely to subject the university to liability.

Inappropriate uses of computing resources at the university include, but are not limited to, the following:

- Any activity that would adversely affect the proper function of the network or the use of the network by others;
- Illegal copying, sharing or transmission of copyrighted software or other material licensed or otherwise protected by copyright;
- Any activity that would cause another user to lose control or usage of a computer or account;
- Commercial or profit-making activities unrelated to the university's mission;
- ~~Creating, transmitting, executing, or storing malicious, threatening, harassing, obscene, or abusive messages, images, programs, or materials~~ No one shall use the university's computing resources to transmit fraudulent, defamatory, or obscene messages, or any material prohibited by law;
- No one shall use the university's computing and network resources to: (a) harass or threaten another person, including but not limited to, by conveying obscene language or images or threats of bodily harm; (b) repeatedly contact another person to harass, whether or not an actual message is communicated, and the recipient has expressed a desire for

the contact to cease; (c) repeatedly contact another person regarding a matter for which one does not have a legal right to communicate (such as debt collection), once the recipient has provided reasonable notice that he or she desires such contact to cease; (d) disrupt or damage the academic, research, administrative, or related pursuits of another person, or (e) invade the privacy, academic or otherwise, of another person or threaten such an invasion;

- Misrepresenting an identity or affiliation;
- Violating university security, damaging university systems, or using computing privileges to gain unauthorized access to any university computer system and/or any computer system on the Internet;
- Any activity that violates federal, state, or local laws, policies or regulations;
- Fundraising for any purpose unless sponsored by an official university organization with appropriate university approval;
- Permitting another person to use one's account;
- Accessing or using another person's account for any reason;
- Removing or defacing hardware, software, manuals, etc. from open computing labs; and
- Abusing computer networks or computers at other sites connected to the networks.

The individual account owner is responsible for proper use of the account, including password protection.

#### 4. Right to Privacy:

The right to privacy of e-mail and other electronic files against unwarranted or unreasonable entry or search is a basic tenet of university policies. Electronic files may be accessed or entered (including e-mail files) under one or more of the following conditions:

- The user requests or gives permission to the university to access an account; or
- Pursuant to a valid search warrant or court order.

In the situations set forth below, access must be granted by at least two of the following individuals—director of internal audit; chief of police; associate vice president of human resources and risk management; or general counsel:

- An emergency situation exists in which the physical safety and/or well-being of a person(s) may be affected or university property may be damaged or destroyed;
- Reasonable grounds exist to suspect that a violation of law or university policy is occurring; or
- If necessary to maintain the integrity of the computer system or to protect the rights or property of the university.

#### 5. Disclaimer:

The university does not manage the Internet and is not responsible for offensive material that may be encountered. It is the policy of the university to abide by and follow federal and state laws. Disclaimers regarding departmental and individual pages are addressed in the

Web Site Usage Policy. Views and opinions expressed in e-mail are strictly those of the authors. The university is not responsible for the content of e-mail communications.

6. Disciplinary Action:

Engaging in any activity that violates the Computer Use Policy may result in the immediate suspension of an individual's computer access privileges, other disciplinary and/or legal action. The imposition of any sanction imposed under this policy is subject to review pursuant to applicable provisions of the Faculty, Staff and Student Handbooks.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy Number: 416

Subject: Contract Review Procedures

Date Adopted: 05/09 Revised: 11/09, 08/13, 05/16

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1. **Contract Defined:** For purposes of this policy, a “contract” is a written agreement between two or more parties, one of which is the University of Central Arkansas (“UCA” or “university”), creating obligations that are enforceable or otherwise recognizable by law. No oral agreements shall be recognized as valid or binding legal obligations of the university.

For purposes of this policy, a purchase order is a contract. If a purchase order is based on a contract, such contract is subject to the provisions of this policy.

2. **No Contract Valid without Compliance:** No contract shall be deemed to be a valid obligation of the university unless the provisions of this policy are complied with in full.
3. **Signature Authority:** Unless otherwise provided by law or by specific policy of the Board of Trustees, only the Board of Trustees, president, provost, **chief of staff**, and vice presidents have the authority to enter into a contract to bind the university.
4. **Contract Review and Routing Procedure:** The university employee with responsibility for the contract (“responsible employee”) shall read and review it in its entirety. By starting the process to (a) secure a purchase order, or (b) have a contract approved, the responsible employee is verifying the following matters:

- The contract language accurately reflects the current state of negotiations;
- The contract meets programmatic and UCA requirements;
- The contract is in the best interest of UCA;
- UCA can comply with the terms of the contract; and
- The contract is sufficiently clear and consistent.

The responsible employee shall contact the Purchasing Office to ensure that such office has either acknowledged that state purchasing laws and regulations have been complied with, or that such laws and regulations do not apply.

In addition, the responsible employee shall ensure that if matching funds are to be used as part of the contract that the office/department of the university responsible for securing such funds has been contacted and has agreed, in writing, to supply such funds.

If the University of Central Arkansas Foundation, Inc. is to supply private funds under the contract, the responsible employee shall also transmit a copy of the contract to the president of the foundation for a determination of whether or not the approval of the foundation and/or its board is required.

After review, the responsible employee shall indicate his/her approval and certification to the matters above by signing a routing form.

The responsible employee shall then deliver the contract to the **Purchasing Department**. **Purchasing will deliver the contract to the** Office of General Counsel. The general counsel will review each contract to assure the following:

- The contract does not contain any prohibited clauses;
- The contract is consistent with federal and state laws;
- The contract is consistent with UCA policies;
- Risk management concerns have been reasonably addressed; and
- The contract is consistent with any predecessor documents.

No contract may be entered into by the university except with the approval of the Office of General Counsel.

The Office of General Counsel shall develop and maintain all forms necessary to ensure compliance with the steps set forth above.

5. **Contract Approval Process:** Once the steps set forth above have been taken, the following approvals must be secured prior to the execution of the contract by any official of the university:

- a. The Board of Trustees must approve the following contracts:
  - i. Any contract that will require the university to expend funds, at any time, in excess of \$250,000; or
  - ii. Any contract with a term exceeding one year, unless the Office of General Counsel certifies, in writing, that the contract (a) may be terminated by the university on the giving of written notice of 90 days or less; or (b) will not require the university to expend funds in excess of \$99,999.
- b. The chair of the board and the university president must approve any contract that will require the university to expend funds, at any time, in the amount of \$100,000 to \$249,999.

- c. The president of the university must approve any contract that will require the university to expend funds, at any time, of an amount up to \$99,999, although the president may delegate to the provost or any vice president the authority to sign contracts up to \$49,999.
6. **Exemptions from Contract Approval Process:** The following contracts are exempt from the “Contract Approval Process” above:
- a. Any contract that provides for professional or clinical training for students of the university and that does not require the expenditure or payment of any university funds to a third party; and
  - b. Any contract arising out of or related to an external grant administered through the Office of Sponsored Programs and that does not require the expenditure or payment of any university funds to a third party.

Notwithstanding the foregoing exemption from the Contract Approval Process, such contracts must still be processed through the routing procedures set forth herein, as well as be reviewed by the Office of General Counsel. Such contracts, after appropriate review, shall be signed by the provost.

Any person who enters into a contract that purports to bind UCA without following these steps is acting without authority and could be held personally liable for the contract.

7. **Certain Provisions Incorporated by Reference:** It is hereby declared to be the policy of the university that any contract to which the university is a party shall be deemed to have the following provisions incorporated by reference:
- a. *“Notwithstanding any other provision of this agreement or contract, the University of Central Arkansas shall not be responsible or liable for any type of special or consequential damage to the other party, specifically including, but not limited to, lost profits or commissions, loss of goodwill, or any other damages of such nature.”*
  - b. *“Notwithstanding any other provision of this agreement or contract, the University of Central Arkansas shall never indemnify or hold another party harmless from any damages, liability, claims, demands, causes of action or expenses. However, with respect to any loss, expense, damage, liability, claim or cause of action, either at law or in equity, for actual or alleged injuries to persons or property, arising out of any negligent act or omission by UCA, or its employees or agents, in the performance of this agreement, UCA agrees that:*
    - i. *it will cooperate with the other party to this agreement in the defense of any action or claim brought against the other party seeking damages or relief;*
    - ii. *it will, in good faith, cooperate with the other party to this agreement should such other party present any claims or causes of action of the foregoing nature against*

*UCA to the Arkansas State Claims Commission; and*

- iii. it will not take any action to frustrate or delay the prompt hearing on claims of the foregoing nature by the Arkansas State Claims Commission, and will make reasonable efforts to expedite any hearing thereon.*

*UCA reserves the right, however, to assert in good faith any and all defenses available to it in any proceedings before the Arkansas State Claims Commission or any other forum.*

*Nothing herein shall be interpreted or construed to waive the sovereign immunity of UCA.”*

- c. “The University of Central Arkansas does not have any form of general liability insurance. It does have liability insurance coverage on vehicles, as well as certain professional liability coverage for clinical programs (and students assigned through those programs). Please contact the university department with responsibility for the program involved or the Office of General Counsel, if you have questions concerning insurance coverage.”*

The above rider is, however, not required for contracts with entities of the State of Arkansas, contracts with the entities of the federal government, or contracts procured by the Arkansas Department of Finance and Administration (Office of State Procurement).

8. **Notice to Other Persons and Entities:** The responsible employee of the university, the Office of Purchasing and all university departments shall ensure that all persons or entities dealing with the university on any contracts shall be made aware of this policy and all of the provisions hereof.
9. **Personnel Actions:** No contract or decision to hire a person for employment at UCA shall be official until signed by the president. Furthermore, no offer of employment shall be deemed to be valid and binding on the university until approved by the president. Salaries of appointed personnel shall not be paid unless the personnel action forms have been completed.
10. **Effective Date:** This policy is effective from and after July 1, 2009.



**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy Number: 516

Subject: Retiree Benefits

Date Adopted: 05/99 Revised: 05/00, 12/08, 12/12, 05/16

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The following employees shall be eligible for basic benefits-eligible retirement:

- Full-time employees who have completed 10 or more years of continuous benefits-eligible employment at UCA or an Arkansas public higher education institution or state agency and who are age 59.5 or older; or
- Full-time employees at any age who have completed 28 or more cumulative years of benefits-eligible employment at UCA or an Arkansas public higher education institution or state agency.

If an employee **dies or** is approved for long-term disability through Social Security or the university's long-term disability carrier, the above requirements are waived. However, employees must complete their last five years of employment at UCA in order to qualify for retirement benefits.

Employees who intend to retire are strongly encouraged to provide, at a minimum, a 90-day written notice. For faculty, retirement shall begin, at the earliest, at the end of the semester in which notification is provided. For staff, retirement shall begin, at the earliest, at the end of the notification period. Retirement means termination of all employment with the university.

A year of service is defined as a nine-month full-time faculty assignment, twelve-month full-time faculty assignment, or twelve-month full time administrative or staff assignment. Completed years may be achieved by using any combination of years of full-time faculty or administrative/staff service.

Qualified retirees shall be eligible to continue participation in UCA's health, dental and life insurance plans as follows:

- Effective January 1, 2009, retirees may purchase health insurance for themselves and their eligible dependents. The retiree will pay the difference between the university's contribution and the cost of the plan as selected by the retiree. For those employees retiring prior to January 1, 2009, the university's maximum monthly contribution for a single plan is \$283 and the university's maximum monthly contribution for a family plan is \$400. For those employees retiring after December 31, 2008, the retiree will pay the difference between the university's contribution of \$150 a month and the cost of the full premium based on their enrollment status (single, family, etc.). At age 65, health insurance coverage for retirees and their eligible dependents will end.
- Effective January 1, 2009, current retirees and those retirement-eligible employees who retire on or before December 31, 2009, may purchase dental insurance until age 65, by paying the difference between the university's contribution of the lesser of \$25.48 per

month or the current year's monthly premium for single coverage, and the cost of the full premium based on their enrollment status (single, family, etc.); retirement-eligible employees who retire after December 31, 2009, until age 65, may purchase dental insurance for themselves and their eligible dependents by payment of the full premium. At age 65, dental insurance coverage for retirees and their eligible dependents will end.

- Effective January 1, 2009, for those current retirees and those active employees who chose in 1998 the one-times salary as retirement life insurance coverage until age 70, the university's contribution will be the cost of the continuation of that life insurance coverage until age 70. At age 70, the retiree assumes 100% of the monthly premium until age 80, at which time all group life policies terminate.
- Effective January 1, 2009, for those current retirees as of December 31, 2008, and those in phased retirement as of December 31, 2008, who in 1998 chose the \$15,000 life insurance coverage until age 80 option may continue that coverage until age 80 by paying the difference between the university's contribution of \$10.00 per month and the cost of the full premium for the coverage. Retirement-eligible employees who retire after December 31, 2008, may, until age 80, purchase life insurance through the university plan in accordance with the group policy requirements by assuming the payment of the entire life insurance premium.

Retirees shall be eligible for lifetime passes to certain university athletic events and university-sponsored events. Other retiree benefits such as free parking decals, access to the library, discounts to certain Reynolds Performance Hall events, and other miscellaneous benefits, which the university may elect to provide, are available. The president, upon recommendation from the Staff and Faculty Senates, must approve all retiree benefits.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 623

Subject: Fee Waiver – Employees

Date Adopted: 04/67 Revised: Passim - most recent 12/14 05/16

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**Undergraduate and Graduate Registration Discount Program**

As referenced in IRC Sections 117(d) and 127, UCA has established a tuition remission program for eligible employees and their spouses and dependents. The purpose of this policy is to provide guidelines for the use of the fee discount program. Registration discounts are designed to support the professional educational development of UCA employees and to provide an additional opportunity for the spouses and dependents of UCA employees to attain their individual educational goals.

Costs and eligibility will be based upon the registration fee schedule in place for the semester in which the initial enrollment occurs, subject to any overall registration guidelines or changes adopted by the Board of Trustees. The discount on required fees applies only to the facility fee, co-op fee, Student Center fee, HPER fee, athletic fee, technology fee and Fine and Performing Arts fee. The discount will not apply to any future student-initiated fees. ~~The discount may not be used in conjunction with other university fee reductions or discounts or with other university-sponsored tuition scholarships.~~ **The total aid provided by this discount when combined with the total general registration and mandatory fee aid provided by any other university-sponsored tuition scholarships or other university waiver, fee reduction, or discount shall not exceed 100% of general registration and mandatory fees.** The discount will not apply to study-abroad programs. However, the fee-waiver discount may be used in conjunction with state-funded scholarships (Arkansas Department of Higher Education-administered scholarships) and/or private scholarships and assistance.

**Eligibility and Restrictions**

Only courses taken for college credit qualify for the discount.

Eligibility is restricted to full-time, benefits-eligible employees and the spouses and dependent children of those employees. This includes benefits-eligible employees and his/her spouse and dependent children where the employee is regarded as benefits-eligible for the purposes of this policy and paid from outside funding sources (e.g. Military Science). Members of the Board of Trustees, their spouses and dependent children are not eligible for the fee waiver.

The fee remission for employees, spouses, and dependent children will commence with the beginning of the next semester or term after the date of employment. For example, if an

employee's hire date is October 1, their fee-remission privileges will begin at the start of the spring semester.

## **Employees**

During normally-assigned work hours, employees may take no more than six credit hours in the fall and/or spring semesters and no more than three credit hours during each summer term.

The first three credit hours taken during assigned work hours will not require any leave time. If the employee so chooses, the employee may, during the fall and spring semesters, take an additional class of up to three credit hours during his/her lunch period. Time off for courses taken during normal work hours, including the lunch period, must be approved by the employee's supervisor and department manager. Efforts should be made to schedule courses at times that will least interfere with heavy seasonal workloads or exceptionally busy periods of the workday.

## **Children**

Children are defined as the unmarried children of benefits-eligible employees or the unmarried dependents for whom the employee is the legal guardian, who are under age 25 and who may be claimed as dependents for federal tax purposes by that employee. An employee may receive a fee waiver for a child meeting the aforementioned definition of children through and including the semester in which the child turns age 25.

## **Costs**

Employees, the spouses of employees, and/or the children of employees will pay an amount equal to 20% of regular in-state registration and applicable eligible fees for undergraduate courses.

Employees and the spouses of employees will pay an amount equal to 20% of the regular in-state registration and applicable eligible fees for graduate courses.

Graduate degree fee discounts are not available for the children of employees.

If an employee resigns or otherwise moves from benefits-eligible employment during a semester in which the employee, spouse and/or dependent discount is used, the employee must pay a prorated portion of the regular registration and fees represented by the period of time remaining in that semester.

## **Exceptions**

If an employee dies or becomes disabled (as determined by the university's disability insurer) during a semester in which the employee, a spouse or dependent is receiving the discount, the disabled employee and/or the surviving spouse and/or dependent will continue their eligibility as if that employee was still eligible and with all other guidelines and restrictions remaining.

Spouses and dependents who are not receiving the discount at the time of the employee's death or disability will be eligible for the discount for five years from the date of death or disability. If an employee is eligible for retiree benefits under Board Policy No. 516, the dependent of such employee is eligible for the discount through and including the semester in which the dependent turns age 25.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy Number: 647

Subject: Fees – Health, Physical Education, Recreation (HPER) Center and Farris Center Pool

05/03, 10/03, 02/05, 09/07, 02/10, 06/11, 05/12,

Date Adopted: 08/01 Revised: 02/13, 08/13, 05/16

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For purposes of this policy, membership periods are defined as follows:

- Fall membership - fall academic term
- Spring membership - spring academic term
- Summer terms - end of spring term to beginning of fall term

HPER Center and Farris Center Pool Fee Structure:                      Per Semester

<u>A. Student:</u>	<u>Per Semester</u>
Student	See note below
Spouse (fall and spring)	\$110.00
Spouse (summer terms)	\$ 76.00
Family*(fall and spring)	\$165.00
Family (summer terms)	\$115.00
Single parent family** (fall and spring)	\$ 55.00
Single parent family (summer terms)	\$ 38.00

Board Policy No. 630 establishes the fee per credit hour for students, and sets the maximum hours charged each semester. Students attending UCA in the spring semester, but not attending summer school, will be assessed a one-time summer HPER fee of \$76.00 (\$76.00 per spouse) to access the HPER Center for May, June, July, and August (until fall classes begin).

Any fee paying student under the age of 18 must have a parent/guardian sign a waiver before they will be allowed to use the HPER Center.

\*For a student's family, the fee is calculated as follows: \$110.00 (spouse) and \$55.00 (dependents children), for a total of \$165.00, in addition to the fee assessed for a student pursuant to Board Policy No. 630. Dependents must be 18 years and older.

\*\*For a single parent family, the fee is calculated as follows: \$55.00 (dependents children), in addition to the fee assessed for a student pursuant to Board Policy No. 630. Dependents must be 18 years and older.

<u>B. Faculty and Staff:</u>	<u>Per Semester</u>
Employee/Retiree only*	Fringe benefit paid
Spouse (fall and spring)	\$110.00
Spouse (summer terms)	\$ 76.00
Family** (fall and spring)	\$165.00
Family (summer terms)	\$115.00
Single parent family*** (fall and spring)	\$ 55.00
Single parent family (summer terms)	\$ 38.00
<del>HPER locker rental</del>	<del>\$ 20.00 (annual fee per locker)</del>

\*For purposes of this policy, employees enrolled in courses offered by the university will be assessed the fee as per Board Policy Nos. 623 and 630. The members of the Board of Trustees will be considered employees for purposes of HPER membership.

\*\*For faculty or staff family, the fee is calculated as follows: \$110.00 (spouse) and \$55.00 (dependents), for a total of \$165.00. Dependents must be 18 years and older.

\*\*\*For a single parent family, the fee is calculated as follows: \$55.00 (dependents). Dependents must be 18 years and older.

C. University Affiliates:

Fees assessed for ~~current full-time students will be the same for~~ employees and/or residents of the following UCA affiliates shall be the same as the fees assessed for current students (based on 15 credit hours for fall membership, 15 credit hours for spring membership, and 9 credit hours for summer terms):

- Food service provider;
- Campus bookstore;
- ~~Oxford American~~ Arkansas Educational Television Network;
- UCA's Recognized Student Organizations (RSO) - employment of half-time or more; and
- College Square.

The president is authorized to approve memberships for additional UCA affiliates consistent with this policy.

D. Alumni Memberships: ~~ALUMNI MEMBERSHIP AT HPER CENTER:~~

Guidelines

1. Must be a member of the UCA Alumni Association.
2. HPER Alumni members will have access to the HPER Center ~~and the Farris Center pool.~~

3. Available HPER Center hours for Alumni members:      Farris Center Pool Hours:  
 a. Monday – Friday      6:00am to 2:00pm      All hours the pool is open  
 b. Saturday      9:00am to 6:00pm      10:00am to 3:00pm  
 c. Sunday      3:00pm to midnight  
 d. Holiday and summer hours will be posted

4. Alumni Membership Fees:

		<u>Individual</u>	Individual + <u>Spouse</u>	Individual + <u>Family</u>
a.	Fall semester	\$165.00	\$275.00	\$335.00
b.	Spring semester	\$165.00	\$275.00	\$335.00
c.	Summer	\$ 80.00	\$120.00	\$150.00
d.	Annual	\$410.00	\$670.00	\$820.00

5. Alumni memberships will be payable for the entire membership period. No monthly billing.
6. Membership defined:  
 a. Individual – alumnus  
 b. Spouse –alumnus’ spouse  
 c. Family –alumnus, spouse, and dependents children (must be 18 years old to use the HPER Center)
7. Alumni HPER membership card.  
 a. The UCA Alumni Association will issue ID cards.  
 b. Each ID card will have a unique member number and expiration date for the Alumni Association.
8. Alumni must visit the HPER Center main office to join.
9. Parking is available (~~parking meters or~~ must obtain a parking tag/decal issued through UCAPD).
10. If an Alumni Association membership expires during HPER membership period, the HPER Center will honor HPER membership up to the next HPER membership period.
11. The university administration may waive these fees in appropriate circumstances upon the recommendation of the vice president for student services and the approval of the president.

E. Other Services:

All other services (e.g. guest passes, locker rentals, towel service, personal trainers, Campus Outdoor Pursuits and Activities (COPA), late fees, etc.) will be determined by the director of



campus recreation and the Campus Recreation Advisory Board (CRAB) based on fair market value for that service. All services will be dictated by the membership and their desired needs for the HPER Center.

The director of campus recreation may assess membership fees and costs for services on a prorated basis for individuals who join during a membership period.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy Number: 710

Subject: Discretionary Scholarship Program for Students with Exceptional Circumstances

Date Adopted: 05/09 Revised: 02/10, 02/11, 09/12, 12/12, 08/13, 5/14, 5/16

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**1. Creation of Scholarship Program**

The purpose of this policy is to create a scholarship program to be known as the “Assistance Program for Students with Exceptional Circumstances” (APSEC).

**2. Purpose of the Program**

The APSEC program is intended to be a scholarship program to support students who:

- a. exhibit exceptional financial need; and
- b. do not qualify for, or receive, other institutional scholarships or financial aid sufficient to attend the university or continue their education.

In addition, this policy provides for a very limited number of such scholarships for qualifying international students (described below).

**3. Establishment of APSEC Committee.** There is hereby created a committee to administer the APSEC in accordance with the terms of this policy.

The chair of the committee shall be selected by the president after consultation with the vice president for student services and the vice president for finance and administration. The chair will be an ex-officio member who shall not vote.

The committee shall consist of the following persons:

- associate provost's designee for assessment and enrollment support;
- associate provost for instructional support director of student accounts (or designee);
- director of financial aid (or designee);
- two faculty members selected by the Faculty Senate; and
- two student members selected by the Student Government Association.

**4. Budget Amount and Scholarship Guidelines:** The following guidelines shall be followed by the committee when granting scholarships pursuant to this program:

- a. Budget. The budget for the APSEC Committee shall be \$100,000. Any increase in the budget shall be approved by resolution of the Board of Trustees.

No more than one-half of such amount may be used for any semester. Any scholarship granted under this program shall be granted on a per-semester basis and shall not exceed one academic year. No aid shall be granted by the committee for a summer session. These amounts shall not be exceeded but may be adjusted, from time-to-time, by resolution of the Board of Trustees.

Notwithstanding the budget amount set forth above, if any student proves by clear evidence that he or she has a letter or other written document granting such scholarship, then such scholarship shall be honored and the amounts shall not be applied against the budget set forth above.

- b. Exceptional Financial Need. Each semester, scholarships shall be allocated to students presenting exceptional financial need. For purposes of this policy the term “exceptional financial need” means a clear statement, supported by such evidence as the committee deems appropriate, that the student’s financial situation is such that without assistance from this program the student will be unable to attend the university or continue a course of study. Examples of exceptional financial need could include medical expenses within the family; loss of job by the student or supporting parent/guardian; loss of other financial aid; amount of accrued student loans; or such other matters as the committee deems appropriate. The committee should take into account any other scholarships, financial aid, or other support for the applicant.
- c. Academic Standing. A student receiving a scholarship under this program shall be in good academic standing as defined by the applicable *Undergraduate or Graduate Bulletin*.
- d. Certain International Students. In addition, the administration may, from time-to-time, include in this program a limited number of international students to receive scholarships. The Board of Trustees grants the authority to the president to designate not more than 12 international students each semester to receive funds under this program. To the extent that such scholarships are granted, those scholarships shall be in addition to the budgeted amounts set forth in this policy. Factors to be taken into account by the administration may include (i) increasing campus diversity; (ii) ensuring or maintaining that multiple cultures are represented on campus; and/or (iii) providing educational opportunities for students from developing countries or those countries in which famine, genocide or other factors have impeded the educational progress of citizens of that country, and that it is within the best interests of this university, state and nation that such educational opportunities be extended to those students.
- e. Scholarships Required by Contractual Arrangements or Understandings. In addition, the administration may, from time-to-time, include in this program scholarships required to be offered to a student or students pursuant to a grant, program or other contractual arrangement to which the university is a party and the terms thereof which require a scholarship to be offered to one or more of said students. To the extent that such scholarships are granted, those scholarships shall be in addition to the budgeted amounts set forth in this policy.

- f. Per Student Amount. The aggregate amount of the scholarship shall not exceed \$3,000 per applicant for any semester. Provided, however, that commencing with the 2011 fall semester, this amount may be increased by the administration by the same percentage as the increase in tuition and fees, if any, approved by the Board of Trustees for the next academic year. No student receiving a scholarship under this program shall receive an amount that would result in the student receiving a total aid package that would exceed the federal Cost of Attendance as determined by the university. In determining the amount to be awarded, the committee shall evaluate the applicant's financial aid history including other scholarships and accrued loans, academic records, and any information provided by the applicant detailing their exceptional financial need.
- g. Application Deadline and Procedure. The committee shall cause notice of the program, the application, and the application deadlines to be published on the university's website, and also, distributed through appropriate university offices so that all students, both incoming and returning, are aware of the program and applicable deadlines.

The committee shall also develop and publish an application for the scholarship program. The application must be filed by the deadline along with any supporting documentation requested. The applicant must submit a letter or other evidence setting forth the student's exceptional financial need and/or extraordinary academic excellence. The applicant cannot currently owe a past due balance to the university **for a prior term**.

- h. Mid-Semester Emergency Grants. Notwithstanding anything in this policy, if the committee has available funds for any semester, it may use such funds, not to exceed the budget amount, to make emergency grants under this program at any time during the semester. The purpose of this provision is to allow students whose circumstances changed after the deadline and who then meet the criteria set forth in the policy to petition the committee.
- i. Action of the APSEC Committee. After the deadline for each semester, the chair shall convene the committee to review all applications submitted under this program. The committee shall thereafter grant scholarships for the APSEC under the criteria and budget amounts set forth in this policy and state its reasons for granting the scholarships. Scholarships under this program shall be granted based upon a vote of the committee according to the criteria set forth in this policy. The decision of the committee is final and cannot be appealed.

**Request for Provisional Positions**

The State of Arkansas, through the position appropriation process, permits the university to request provisional positions when there is an emergency or an unexpected need.

Provisional positions may be assigned when the university receives temporary and/or unanticipated funding through grants, contract agreements, or increased collections. Provisional positions exist only as long as the funding for those positions is available and do not automatically convert to regular, budgeted positions.

In submitting a request for the allocation of provisional positions, the state process first requires authorization for that request through the university's Board of Trustees.

At this time, the university has funding through federal, state and private grants for 24 positions.

<b>Name</b>	<b>Title</b>	<b>Funding Source</b>
Sarah Argue	Pre-K Project Director	Arkansas Department of Education
Matthew Jeffery	Lead Software Developer	Arkansas Department of Education
Sharon McKinney	Science Specialist	Arkansas Department of Education
Sam Gibson	ARC Director	Arkansas Department of Education
Greg Holland	Director of Research	Arkansas Department of Education
Jacob Walker	Workforce Project Director	Arkansas Department of Education
Melanie Bradford	Technology Projects Coordinator	Arkansas Department of Education
Cara Cates	Science Specialist	Arkansas Department of Education
Nathaniel Gray	Software Developer	Arkansas Department of Education
Christy Horpedahl	Director of Programs	Arkansas Center for Research in Economics
Vacant	Arkansas Coding Academy Coordinator	Department of Labor
Jacob Bundrick	Research Associate	Arkansas Center for Research in Economics
Mavuto Kalulu	Research Associate	Arkansas Center for Research in Economics
Vacant	Research/Project Coordinator	Arkansas Center for Research in Economics
Shannon Williams	Retention Counselor	Partnership for Transition to Teaching

Kimberly Calhoun	Director of AALI	Arkansas Department of Education
Taylor Monticelli	Project Manager	Tobacco Settlement Evaluation
Michelle Hardin	Upward Bound Project Director	U.S. Department of Education
Jessie Beal	Upward Bound Project Specialist	U.S. Department of Education
Robert Arbogast	Administrative Specialist III	U.S. Department of Education
Michelle Wynn	Administrative Specialist I	U.S. Department of Education
Kathy Carroll	Director	UCA Foundation
Sharon Kuhn	Project Specialist	UCA Foundation
Tracy Spence	Fiscal Support Analyst	UCA Foundation

The following resolution was unanimously adopted upon motion by Brad Lacy and second by Elizabeth Farris:

**"BE IT RESOLVED: That the Board of Trustees authorizes the administration to proceed with requests to the State Department of Finance and Administration for allocation of 24 provisional positions, shown on the above list, that will be funded by institutional funds, and federal, state and private grants."**

**Faculty Handbook – Board Policy No. 300**

The UCA *Faculty Handbook* Committee recommends revisions to the opening pages and chapters 2, 3, 4 and 7 of the current *Faculty Handbook*. Chapters 1, 5 and 6 were not considered by the committee this year, but may be reviewed by the committee in the upcoming academic year. The following is a summary of the recommended revisions:

- Cover Page: text added and deleted to update the date of the document
- Title Page: text added and deleted to update the date of Board approval
- Chapter 2:
  - Chapter 2.IV. (pg. 6): text deleted for purpose of title update;
  - Chapter 2.IV.A.1.b. (pg. 6): text deleted and added for purpose of a) title update and b) clarification of responsibility;
  - Chapter 2.IV.A.1.c. (pg. 6-7): text added and deleted for purpose of a) consolidating associate provost membership/responsibilities (see 2.IV.A.1.d. and 2.IV.A.1.e.) and b) clarification of responsibilities;
  - Chapter 2.IV.A.1.d. (pg. 7): text deleted for purpose of consolidation of associate provost membership/responsibilities (see 2.IV.A.1.c.);
  - Chapter 2.IV.A.1.e. (pg. 7): text deleted for purpose of consolidation of associate provost membership/responsibilities (see 2.IV.A.1.c.);

- Chapter 2.IV.A.2. (pg. 7): text added to for purpose clarifying responsibilities (text relocated from Chapter 4.I., pg. 51).
- Chapter 3:
  - Chapter 3.IV.A. (pg. 21): text added for the purpose of clarification.
  - Chapter 3.VII.D. (pg. 33-34): text added and deleted for purpose clarifying the advancement appeal process/committee language (text relocated and revised from Chapter 7.I.B., pg. 72).
- Chapter 4:
  - Chapter 4.I. (pg. 49): text deleted and moved to Chapter 2.IV.A.2, pg. 7.
- Chapter 7:
  - Chapter 7.I.A. (Academic Freedom Committee, pg. 71): text added and deleted for purpose of clarification of membership;
  - Chapter 7.I.B. (Advancement Appeals Committee, pg. 72): text deleted for relocation to Chapter 3.VI.D., pg. 33-34;
  - NEW Chapter 7.I.B. (Diversity Advisory Committee, pg. 72): text added and deleted for a) update of committee name and b) replacement of committee description language with a link to Board Policy 525 as this now applies;
  - Chapter 7.I.C. (Athletic Committee, pg. 72-73): text added and deleted for update of a) administrative title and b) clarification of membership;
  - Chapter 7.I.D. (SBAC, pg. 73-74): text added and deleted for a) update of committee name and b) replacement of committee description language with a link to the UCA Strategic Plan;
  - Chapter 7.I.E. (Council of Vice Pres., pg. 74): text deleted for the purpose of deleting committee from Faculty Handbook;
  - NEW Chapter 7.I.E. (Employ. Benefits Advisory Committee, pg. 75): text added (relocated) from Chapter 7.I.J., pg. 77-78 with revised committee name;
  - Chapter 7.I.F. (Faculty Emeritus Committee, pg. 75): text added for clarification of membership;
  - Chapter 7.I.G. (Faculty Grievance Panel, pg. 75-76): text added and deleted for purpose of a) addition of an unaffiliated faculty representative, b) clarification of membership and c) typographical correction.
  - Chapter 7.I.H. (Faculty Handbook Committee, pg. 76-77): text added and deleted for clarification;
  - Chapter 7.I.I. (Faculty Hearing Committee, pg. 77): text added and deleted for a) addition of an unaffiliated faculty representative, b) clarification of procedure and membership, and c) typographical correction;
  - Chapter 7.I.J. (Fringe Employ. Benefits Comm., pg. 77-78): text deleted for relocation to Chapter 7.I.E., pg. 75;
  - NEW Chapter 7.I.J. (Information Technology Committee, pg. 78): text added for newly created committee;

- Chapter 7.I.K. (Public Art Committee, pg. 79): text added and deleted for minor corrections and clarification;
- Chapter 7.I.M. (Retention Committee, pg. 80): text deleted for purpose of removal of committee due to replacement by Student Success and Retention Council at Chapter 7.II.O., pg. 83-84;
- NEW Chapter 7.I.M. (Sexual Harass. Complaint Committee, pg. 80-83): text added and deleted for replacement of committee language with a link to Board Policy 511 which now applies;
- Chapter 7.I.N. (Student Success & Retention Committee, pg.83-84): text added for addition of the Student Success and Retention Council (replacing the Retention Committee previously found at Chapter 7.I.N., pg. 80);
- Chapter 7.I.O. (University Admissions Committee, pg. 84): text added and deleted for a) revision of the committee charge, b) revision of chairmanship to align with new reporting line, and c) for clarification.
- Chapter 7.II.A. (Academic Assessment Committee, pg. 85-86): text added and deleted for a) update of committee name, charge responsibilities, membership and meeting frequency;
- Chapter 7.II.B. (Academic Adj. & Appeals Comm., pg. 86): text added and deleted for a) update of committee name and b) revision of committee membership;
- Chapter 7.II.C. (Council of Deans, pg. 87): text added and deleted for a) update of administrative titles, b) clarification and c) revision of meeting frequency;
- Chapter 7.II.D. (Distance Education Advisory Committee, pg. 87): text deleted for removal of committee to be replaced by the Online Learning Advisory Committee now found at Chapter 7.II.M., pg. 94-95;
- NEW Chapter 7.II.D. (Faculty Development Committee, pg. 87-88): text added and deleted for a) update of administrative title and b) addition of an unaffiliated faculty representative;
- Chapter 7.II.E. (Faculty Salary Review, pg. 88): text added and deleted for a) revision of committee charge, b) addition of an unaffiliated faculty representative and c) clarification;
- Chapter 7.II.F. (UCA Core Council, pg. 88-89): text added and deleted for a) update of committee name and b) update of committee membership to align with Faculty Senate website;
- Chapter 7.II.G. (Graduate Council, pg. 89-90): text added and deleted for a) update of administrative titles, b) revision of membership and c) revision for clarification;
- Chapter 7.II.H. (Honorary Degree Committee, pg. 90-91): text added for clarification
- Chapter 7.II.I. (Honors Council, pg. 91): text added and deleted for a) revision committee charge, membership and responsibilities to align with the Faculty Senate website and b) update of administrative titles;



- Chapter 7.II.J. (Instit. Animal Care & Use Committee, pg. 91-92): text added and deleted for a) updated administrative titles and b) typographical corrections.
- Chapter 7.II.K. (Instit. Review Board, pg. 92-94): text added and deleted for a) revision of charge for clarification, b) revision of membership align with the current needs and responsibilities of this committee and for clarification, c) update of administrative titles and d) clarification of meeting requirements.
- Chapter 7.II.L. (Library Committee, pg. 94): text added and deleted for revision of membership including the addition of an unaffiliated faculty representative;
- Chapter 7.II.M. (Online Learning Advisory Committee, pg. 94-95): text added for addition of the Online Learning Advisory Committee to the Faculty Handbook to replace the Distance Learning Advisory Committee (previously found at Chapter 7.II.D, pg. 87);
- Chapter 7.II.N. (Professional Education Council, pg. 95-96): text added and deleted for a) revision of committee membership and b) typographical corrections;
- Chapter 7.II.O. (Public Service Award Committee, pg. 96): text added and deleted for a) addition of an unaffiliated faculty representative and b) for clarification;
- Chapter 7.II.P. (Research Award Committee, pg. 96-97): text added and deleted for a) addition of an unaffiliated faculty representative and b) for clarification;
- Chapter 7.II.Q. (Sabbatical Leave Review Committee, pg. 97): text added and deleted for a) clarification committee membership and b) addition of one unaffiliated faculty member;
- Chapter 7.II.R. (Scholarship Committee, pg. 97): text relocated to Chapter 7.IV.A, pg. 103-104.
- Chapter 7.II.S. (Sponsored Program Advisory Committee, pg. 97-98): text deleted for removal of committee from faculty handbook.
- NEW Chapter 7.II.R. (Service-Learning Advisory Committee, pg. 98): text added for addition of new committee to the Faculty Handbook.
- NEW Chapter 7.II.S. (Study Abroad Advisory Committee, pg. 98-99): text added for addition of new committee to the Faculty Handbook.
- Chapter 7.II.T. (Teaching Excellence Award Committee, pg. 99): text added and deleted for a) addition of an unaffiliated faculty representative and b) for clarification;
- Chapter 7.II.U. (Undergraduate Council, pg. 99-100): text added and deleted for a) addition on an unaffiliated faculty representative and b) revision for uniformity and clarification;
- Chapter 7.II.V. (University Computing & IT Committee, pg. 100-101): text deleted for removal of the committee to be replaced with the new Information Technology Advisory Committee at Chapter 7.I.K, pg. 78;

- NEW Chapter 7.II.V. (University Research Council, pg. 101): text added and deleted for a) update of administrative titles and b) addition of link to Board Policy 410;
- Chapter 7.III.A. (Discipline Committee, pg. 101-102): text added and deleted for a) clarification and b) typographical corrections;
- Chapter 7.III.B. (Health and Wellness Promotion Committee, pg. 102): text deleted for relocation to Chapter 7.VI.A., pg. 106-107 due to revised reporting line;
- NEW Chapter 7.III.B (Student Center Board, pg. 102-103): text added and deleted for a) update of administrative titles and b) typographical correction;
- Chapter 7.III.C (Student Grievance Committee, pg. 103): text added and deleted for revision of membership;
- Chapter 7.IV. (pg. 103): text added to update administrative title;
- Chapter 7.IV.A (Scholarship Committee, pg. 103-104): text added for a) relocation of committee from Chapter 7.II.R, pg. 97 as a result of revised reporting line and with b) revision of charge and membership.
- Chapter 7.IV.B (Sustainable Environment & Ecological Design Committee, pg. 104): text added and deleted for a) update of administrative titles and b) typographical corrections;
- Chapter 7.IV.C. (Traffic and Parking Committee, pg. 104-105): text added and deleted for a) revision of committee membership and chairmanship and b) update of administrative titles;
- Chapter 7.IV.D. (University Safety, pg. 105): text added and deleted for a) update of administrative titles and b) revision of membership and meeting frequency;
- Chapter 7.IV.E. (Financial Aid Committee, pg. 105-106): text added and deleted for a) revision of membership and b) update of administrative titles;
- Chapter 7.IV.F (Housing Exemption Committee, pg. 106): text added and deleted for clarification of membership;
- Chapter 7.V.A. (Public Appearances Committee, pg. 106): text added and deleted for clarification;
- Chapter 7.VI. (pg. 106): text added to include a new section for committees reporting to the Associate VP for Human Resources and Risk Management;
- Chapter 7.VI. A (Health and Wellness Advisory Committee, pg. 106-107): text added for relocation from Chapter 7.III.B, pg. 102 due to revised reporting line and b) revision of committee charge, membership and meeting frequency.

The recommendations of the *Faculty Handbook* Committee have been considered and endorsed by the Faculty Senate, and other appropriate administrators.

The following resolution was unanimously adopted upon motion by Joe Whisenhunt and second by Kay Hinkle:

**“BE IT RESOLVED: That the Board of Trustees hereby approves the above revisions to the UCA *Faculty Handbook*.”**

### **NOTIFICATIONS/DELETIONS**

#### **Notification: Name Change, Department of Nursing to School of Nursing**

Notification of this change was sent to members of the Board of Trustees on March 17, 2016.

The Department of Nursing and the College of Health and Behavioral Sciences have proposed that the name of the department be changed to School of Nursing. The change of name reflects the breadth and depth of programs offered in Nursing at UCA and updates the Nursing unit’s designation relative to its peers. (In a recent ranking of the top 50 graduate nursing schools in America, UCA, ranked number 8, is the only institution in the top 20 of this list to designate its Nursing unit a “department.” Similarly, program peers in Arkansas – UAMS, ASUJ, UAF – identify their Nursing units as “college” or “school.”) The designation of the unit as a “school” will, therefore, more accurately represent Nursing at UCA to prospective students and faculty and to the public. The School of Nursing will remain in the department’s current line of administrative reporting within the College of Health and Behavioral Sciences.

The provost and the president have approved this change.

Supporting materials (following pages): ADHE Form LON-01

## 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**

July 1, 2016

**5-6. N/A**

**7. Current title of organizational unit**

Department of Nursing (department code: 1850)

**8-9. N/A**

**10. Proposed name of organizational unit**

School of Nursing (no change in department code)

**11-12. N/A**

**13. Reason for proposed action**

This change of name reflects the breadth and depth of programs offered in Nursing at UCA and updates the Nursing unit's designation relative to its peers. (In a recent ranking of the top 50 graduate nursing schools in America, UCA, ranked number 8, is the only institution in the top 20 of this list to designate its Nursing unit a "department." Similarly, program peers in Arkansas – UAMS, ASUJ, UAF – identify their Nursing units as "college" or "school.") The university believes, therefore, that the designation of the unit as a "school" will more accurately represent Nursing at UCA to prospective students and faculty and to the public. The School of Nursing will remain in the department's current line of administrative reporting within the College of Health and Behavioral Sciences.

President/Chancellor Approval Date: 2016-03-17

Board of Trustees Notification Date: 2016-03-17

Chief Academic Officer:  2016-03-16  
SIGNATURE DATE

[UCA form updated 2016-01-06]

## **Notification: New Minor Program in Health Psychology**

This notification was sent to members of the Board of Trustees on February 16, 2016.

The Department of Psychology and Counseling has developed a new minor program in Health Psychology. The new minor has been developed and will be offered in collaboration with the Departments of Health Sciences, Family and Consumer Sciences, Kinesiology and Physical Education, and Sociology.

Health Psychology, with roots in the wellness movement that began in the latter part of the 20th Century, continues to be an area of high growth for interdisciplinary professional practice. Whether working as a professional or para-professional, those working in health fields are expected to understand the inter-relatedness of biological, psychological, behavioral, and social factors influencing health and illness. As noted by the U.S. Department of Labor Bureau of Labor Statistics, “Employment of health and community health workers is projected to grow 21 percent from 2012 to 2022, faster than average for all occupations. Growth will be driven by efforts to improve health outcomes and to reduce health care costs by teaching people about healthy habits and behaviors and utilization of available health care services.”

A minor in Health Psychology will create a route for students interested in a career in health psychology and/or health education to complete the foundation courses as part of the requirements for graduation. Students in this minor will also benefit from the interdepartmental training provided by the course schedule. Exposure to social and biological factors as well as psychological and behavioral influences is intended to create a broader understanding of the factors that produce a healthy citizenry. Further, the knowledge and skills to educate people about the factors that promote and produce wellness and optimal living are critical to professional success in the integrated landscape of modern health care services.

The new minor requires 21 semester credit hours of minor courses/prerequisites. All the courses are currently taught in the collaborating departments.

All appropriate university councils and administrators have recommended approval of the minor in Health Psychology, and the provost and president have approved it.

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

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

Department Psychology & Counseling Date 10/26/2015

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

Bulletin title of program (brief):

**Minor in Health Psychology**

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

The goal of the health psychology minor is to prepare graduates to approach the study of health with a biological, psychological, behavioral, and social focus. Students will learn about how psychological science facilitates promoting good health, preventing illness, coping with stress, and managing and recovering from health problems. The minor in health psychology is a 21-credit hour minor that includes:

Six (6) hours of required courses, to include:  
 - PSYC 3305 Health Psychology & HED 4300 Community Health Problems

Fifteen (15) hours of electives to be selected from the following (no more than 2 courses from the same department) :

-PSYC 3306 Positive Psychology	-PSYC 3360 Social Psychology
-PSYC 4320 Abnormal Psychology	-PSYC 4351 Behavior Modification
-HED 2320 Mental Health	-HED 4343 Health Strategies for Multicultural Populations
-HED 4395: Contemporary Health Concerns: Women	- HED 4396 Contemporary Health Concerns: Men
-KPED 4350 Obesity Prevention and Management	-NUTR 1300 Nutrition in the Life Cycle
-NUTR 4395 Nutrition Contemporary Issues (Prerequisite: NUTR 1300)	
-NUTR 4315 Sports Nutrition	

Proposed effective date for new program (term and year): Fall 2016

<b>Program recommended by</b>  Department Curriculum Committee <u>11/20/15</u> Date	NA Professional Education Council      Date
Director of Assessment      Date  <u>12/3/15</u>	NA General Education Council      Date  <u>1-19-16</u>
Department Chair      Date  <u>12/4/2015</u>	Undergraduate Council      Date
College Curriculum & Assessment Committee      Date  <u>12/4/15</u>	Graduate Council      Date
College Dean      Date  <u>12/4/15</u>	Council of Deans      Date  <u>2/3/16</u>

<b>Program approved by</b>  Provost <u>2/8/2016</u> Date	<b>Program recorded by</b> Undergraduate/Graduate Studies, Registrar      Date
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**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**

Fall 2016

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

N/A. Related most closely to the BA/BS in Psychology.

**6. CIP code**

42.0101

**7. Degree code**

N/A. (For the degree program, the BA degree code is 1710 and the BS degree code is 3070.)

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

Minor in Health Psychology

**9. Reason for proposed action**

Health Psychology, with roots in the wellness movement that began in the latter part of the 20th Century, continues to be an area of high growth for interdisciplinary professional practice. Whether working as a professional or para-professional, those working in health fields are expected to understand the inter-relatedness of biological, psychological, behavioral and social factors influencing health and illness. As noted by the U.S. Department of Labor Bureau of Labor Statistics, "Employment of health and community health workers is projected to grow 21 percent from 2012 to 2022, faster than average for all occupations. Growth will be driven by efforts to improve health outcomes and to reduce health care costs by teaching people about healthy habits and behaviors and utilization of available health care services."

A minor in Health Psychology will create a route for students interested in a career in health psychology and/or health education to complete the foundation courses as part of the



requirements for graduation. Students in this minor will also benefit from the interdepartmental training provided by the course schedule. Exposure to social and biological factors as well as psychological and behavioral influences is intended to create a broader understanding of the factors that produce a healthy citizenry. Further, the knowledge and skills to educate people about the factors that promote and produce wellness and optimal living are critical to professional success in the integrated landscape of modern health care services.

**10. Provide the following**

**a. Curriculum Outline (list of courses in the new option/concentration/emphasis/minor)**

The minor in Health Psychology requires the completion of 21 credit hours as listed below (required courses are identified by category headings).

Required prerequisite course (3 credit hours)

PSYC 1300 General Psychology

Required minor courses (6 credit hours)

PSYC 3370 Sport Psychology (prerequisite: PSYC 1300)

One of the following courses:

KPED 4395 Sport in American Society **OR**

SOC 3330 Sociology of Sports (prerequisite: SOC 1300)

Elective courses (12 credit hours, selected from the following list)

Note: Courses must not be required for the student's major field of study. Psychology majors may not take more than two PSYC courses.

H ED 2320 Mental Health

H ED 4343 Health Strategies for Multicultural Populations

H ED 4395 Contemporary Health Concerns: Women

H ED 4396 Contemporary Health Concerns: Men

KPED 4350 Obesity Prevention and Management

NUTR 1300 Nutrition in the Life Cycle

NUTR 4395 Nutrition Contemporary Issues (prerequisite: NUTR 1300)

NUTR 4315 Sports Nutrition

PSYC 3306 Positive Psychology (prerequisite: PSYC 1300)

PSYC 3360 Social Psychology (prerequisite: PSYC 1300)

PSYC 3370 Sport Psychology (prerequisite: PSYC 1300)

PSYC 4320 Abnormal Psychology (prerequisite: PSYC 1300)

PSYC 4351 Behavior Modification (prerequisite: PSYC 1300)

**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)**

21 semester credit hours

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

N/A

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

The goal of the health psychology minor is to prepare graduates to approach the study of health with a biological, psychological, behavioral, and social focus. Students will learn about how psychological science facilitates promoting good health, preventing illness, coping with stress, and managing and recovering from health problems.

**e. Expected student learning outcomes**

1. Develop an understanding of the interplay between physical well-being and psychological, behavioral, and social factors.
2. Apply psychological research methods, theories, and principles to enhance health promotion and illness treatment.
3. Design programs to improve one's own and others' personal health habits and lifestyles.

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

Nationally, demand for workers trained in health psychology is high and expected to grow over the next decade. The American Psychological Association (APA) identifies health psychology as a "hot career" due to the continued focus on wellness and illness prevention programs. According to the U.S. Department of Labor Bureau of Labor Statistics, "Employment of health and community health workers is projected to grow 21 percent from 2012 to 2022, faster than average for all occupations. Growth will be driven by efforts to improve health outcomes and to reduce health care costs by teaching people about healthy habits and behaviors and utilization of available health care services." [bls.gov]

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

The degree program in Psychology has over 500 majors; courses in Health Psychology have exceeded maximum enrollment for the past five years. An electronic survey was distributed to psychology majors and minors in spring 2015 polling their interest and support for a Health Psychology minor. 75 of the 78 respondents to the survey indicated "agreed" or "strongly agree" that this minor would be a good addition to the College of Health and Behavioral Sciences. 46 of the 78 respondents indicated that they would choose Health Psychology as their minor, if this option were available. When presented with a list of available minors on campus, 20 out of 78 students selected Health Psychology as their top choice for a minor (60 of 78 selected Health Psychology in their top 3 minors they would be the most interested in pursuing.

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

University of California, Los Angeles

Wayne State University

**Indiana University** (this school was used as the model program)

Metropolitan State University

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

Undergraduate/Graduate Council: 2016-01-19

Council of Deans: 2016-02-03

**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.**

No new funds are required for the development of this minor. As the program grows, support for additional faculty to teach health psychology minor courses may be required. These funds will be generated through increased enrollment in the courses.

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

If requested.

President/Chancellor Approval Date: 2016-02-16

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

Chief Academic Officer: \_\_\_\_\_ 2016-02-08

SIGNATURE

DATE

[UCA form updated 2016-01-05]

## **EXECUTIVE SESSION**

Executive session, for the purpose of reviewing appointments, adjustments, resignations and other personnel matters, was unanimously declared upon motion by Kay Hinkle with a second by Joe Whisenhunt.

## **OPEN SESSION**

The following motion made by Brad Lacy with a second by Kay Hinkle was unanimously approved:

**“I move that the appointments, adjustments, resignations, retirements, sabbaticals and tenure/promotions on the sheets discussed in executive session be approved.”**

## **ADJOURNMENT**

There being no further business to come before the board, the meeting was adjourned upon motion by Joe Whisenhunt and second by Brad Lacy.

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

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**Shelia Vaught  
Chair**

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**Joe Whisenhunt  
Secretary**