

**AGENDA FOR MEETING OF BOARD OF TRUSTEES
OF
UNIVERSITY OF CENTRAL ARKANSAS
AT
10:00 A.M.
ON
AUGUST 19, 2016
BOARD OF TRUSTEES CONFERENCE ROOM – WINGO HALL**

**Ms. Shelia Vaught – Chair
Ms. Elizabeth Farris – Vice Chair
Mr. Joe Whisenhunt – Secretary
Mr. Bunny Adcock
Mr. Victor Green
Ms. Kay Hinkle
Mr. Brad Lacy**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. INTRODUCTIONS**
- IV. STATEMENTS FROM THE PRESIDENTS OF THE STUDENT GOVERNMENT ASSOCIATION, FACULTY SENATE, AND STAFF SENATE**
 - A. Ms. Kelsey Broaddrick, Student Government Association President**
 - B. Dr. Kaye McKinzie, Faculty Senate President**
 - C. Mr. Kevin Carter, Staff Senate President**
- V. REPORTS**
 - A. Financial Update**
 - B. Audit and Finance Committee**
 - C. Higher Learning Commission Update**
 - D. Greek Village Phase II**
 - E. Year-end Transfers**

VI. MINUTES

- **March 14, 2016**
- **May 13, 2016**
- **May 23, 2016**
- **June 2, 2016**

VII. ACTION AGENDA

- A. President Search Process – Board Policy No. 202**
- B. Contract Review Procedures – Board Policy No. 416**
- C. Rights-of-way and Easements to City of Conway**
- D. Property Acquisition – 412 Donaghey Avenue, Conway, AR**
- E. Employee Benefits Program – Board Policy No. 526**
- F. University Facilities – Scheduling, Use and Rental – Board Policy No. 400**
- G. Fees – Division of Outreach and Community Engagement – Board Policy No. 631**
- H. Diversity; Diversity Advisory Committee – Board Policy No. 525**
- I. Investments and Collateralization – Board Policy No. 600**
- J. Fees – General Administrative – Board Policy No. 634**

VIII. NOTIFICATIONS/DELETIONS

- **Notification: Reorganization of Departments in the College of Fine Arts and Communication**

IX. EXECUTIVE SESSION

X. OPEN SESSION

XI. ADJOURNMENT

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VI. Minutes

Minutes of the following board meetings, which can be found on UCA's web site, were distributed to board members for review prior to the August 19, 2016 board meeting:

- March 14, 2016
- May 13, 2016
- May 23, 2016
- June 2, 2016

VII. ACTION AGENDA

A. President Search Process – Board Policy No. 202

In March 2016, the Board of Trustees appointed a President Search Advisory Committee pursuant to Board Policy No. 202. The board further authorized the committee to engage the services of an executive search firm. The committee selected Parker Executive Search, and the University of Central Arkansas Foundation retained the firm on behalf of the university.

Pursuant to Board Policy No. 202, the committee shall evaluate the credentials of each applicant according to the specifications of the position description as approved by the Board of Trustees. Mr. Bobby Reynolds, chair of the search advisory committee, submits the following position description for approval by the Board of Trustees:

DUTIES AND RESPONSIBILITIES

The president reports directly to the Board of Trustees and is responsible for all operations of the university. Duties and responsibilities include, but are not limited to, the following:

- Stimulate confidence and conviction in the university's stated vision for the future;
- Convey an unwavering commitment to the students of the University of Central Arkansas and support their diversity of background and experiences;
- Administer the financial operations and physical facilities of the university;
- Work with and support the vice president of institutional advancement in the identification, cultivation and securing of new donors and funding sources;
- Build engagement and trust campus-wide through inclusive discourse and shared governance;
- Act as a key legislative advocate for UCA;
- Promote strong working relationships with the local and broader communities through collaboration and mutually beneficial initiatives; and
- Ensure a secure and safe learning environment

PREFERRED QUALIFICATIONS AND EXPECTATIONS

The president is the senior university officer and will be a visionary leader who understands and appreciates the relationship the university has with the Conway community and the state of Arkansas. The preferred candidate will be a leader for higher education in the state and will have an understanding of the role and mission of a public comprehensive university. She / he will provide leadership and develop cooperative relationships with the university's diverse constituencies including faculty, staff, students, alumni, community members, and Arkansas state policy makers.

Desired qualifications and characteristics also include:

- An earned doctorate or appropriate terminal degree;
- Proven transparent and collaborative leadership and significant administrative and budget management experience in a complex organization;
- Broad managerial skills and experience; a proven record of sound fiscal acumen and decision making;
- An understanding of higher education finance and demonstrated experience in fiscal planning and management;
- Relationship driven leadership with a track-record of fundraising and donor cultivation;
- Unquestionable character and integrity;
- Strong communication skills and a capacity to interact with a wide variety of vital university and community constituents;
- An understanding of the importance of the university's role in the economic development of the state of Arkansas and the ability to align the assets of UCA to address those needs;
- A visible presence at the state legislative level and a capacity to successfully advocate for the needs and interests of the University of Central Arkansas;
- Commitment to academic values including a commitment to students and faculty, learning and research, and collaborative, shared governance;
- Success in achieving ethnic, gender, and cultural diversity;
- Familiarity with the strategic planning process and a proven capacity to provide visionary leadership in adapting a strategic plan to meet the ever changing needs of UCA and the greater UCA community;
- Appreciation of and commitment to teaching, scholarly activities, and a distinguished administrative leadership record;
- Passion for preparing students for productive and successful lives;
- An understanding of and an appreciation for the role of athletics in the university setting, and the relationship between UCA, the NCAA and other institutions in Division I;
- Deep appreciation for public higher education and the central Arkansas community;
- Capacity to promote international outreach and programs to further the development of students, faculty, and staff, and build the reputation of UCA; and
- Demonstrated competencies utilizing new technologies to deliver educational services.

Therefore, the chair of the President Search Advisory Committee recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees approves the foregoing position description for the president search process.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 202

Subject: President Search Process

Date Adopted: 11/08 Revised: _____

1. Purpose

This process pertains to the recruitment, nomination, evaluation, and recommendation of candidates for the presidency of the University of Central Arkansas.

Any Search Advisory Committee (“committee”) established by the Board of Trustees shall serve as an aid to the Board of Trustees in its endeavor to appoint a president for the University of Central Arkansas. The Board of Trustees shall develop a profile to be used as a resource by the committee.

2. Exclusion of Applicants

No presidential applicant may participate in any step of this process.

3. Search Advisory Committee

a. Chair of the Search Advisory Committee

The chair of the Board of Trustees shall appoint a chair of the committee who will provide leadership and facilitate meetings of the committee. The chair shall be a non-voting member of the committee.

Administrative responsibility for the presidential search shall be vested in the chair of the committee. The chair will receive and maintain all records and conduct all correspondence during the application process.

The chair shall also report all progress of the committee to, and as directed by, the chair of the Board of Trustees.

b. Campus Liaison to the Search Advisory Committee

A campus liaison will also be appointed to assist the chair in the planning and organization of committee meetings and on-campus interviews. The campus liaison shall be a non-voting member of the committee.

c. Regular Members of the Search Advisory Committee

The chair shall recommend to the Board of Trustees persons to be appointed as members of the committee.

The members of the committee shall be knowledgeable about the duties and responsibilities of the position of president and should be broadly representative of the interests of the University of Central Arkansas and university groups.

Composition of the committee shall include one or more representatives from the following groups:

- i. Faculty
- ii. Staff
- iii. Students
- iv. Senior administrators
- v. UCA Foundation, Inc.
- vi. UCA alumni
- vii. Members of the community

In addition, the committee may include one member of the Board of Trustees. Interested groups should make recommendations to the chair not later than two weeks after the chair of the committee is appointed.

Each group above shall recommend up to five candidates to serve on the committee, but not less than three for consideration by the chair of the committee and the Board of Trustees.

The chair shall make every effort to fully incorporate equal opportunity and diversity principles in choosing members of the Search Advisory Committee.

From the nominations made to the chair, the Board of Trustees shall then select members of the committee. The Board of Trustees shall have the right to make any changes, revisions, additions or ask any group for additional or substitute recommendations.

d. Search Consultants/Firm

With advance consultation, and if the Board of Trustees agrees, the committee may engage the services of an executive search consultant or search firm. The consultant/firm, if hired, will assist the committee with recruitment and evaluation of candidates. The consultant functions as a designee of the committee chair and is involved in the search process only. The consultant and committee shall not engage in any negotiations on salary or other employment terms with any candidate, unless specifically authorized to do so by the Board of Trustees. The contract with any search consultants, and manner and method of payment for services, shall be approved by the Board of Trustees.

4. Search Procedure

a. Announcement

A presidential vacancy, inviting applications and nominations, shall be advertised by the Office of the President. The notice of vacancy, containing the responsibilities and qualifications for the position, shall be circulated and distributed to all persons making application or who have been nominated for the presidency.

b. Equal Opportunity

The University of Central Arkansas is an equal opportunity employer. All aspects of the search process shall be conducted in accordance with equal opportunity principles and affirmative action guidelines.

c. Confidentiality and Access to Information

Confidentiality in the search process is essential to supporting a successful search and complying with state law regarding privacy of applicant information. Members of the committee are required to maintain strict privacy of all applicant data received in the search process, except as authorized by the chair of the committee in accordance with state law and University of Central Arkansas policy.

d. Applications and Nominations

All candidates applying or accepting nomination for the position of president at the University of Central Arkansas must provide the chair of the committee a letter of application, current resume, official transcripts for all degrees, and the names, addresses and telephone numbers of five references or otherwise make application in a manner which provides the same information to the committee.

Under the direction of the chair of the committee, the staff of the Office of the President shall process all the applications or nominations of candidates who have submitted applications, and shall notify all applicants upon receipt of materials. The chair of the committee shall send all applications to the committee for review.

The chair of the committee shall serve as a liaison between the applicants, the campus liaison of the committee, and the interim president to ensure that the procedure is conducted in a timely, fair, and efficient manner.

e. Preliminary Screening

The committee shall evaluate the credentials of each applicant according to the specifications of the position description as approved by the Board of Trustees.

The committee shall develop a protocol for reference checks. Written consent must be received from the candidate before contacting any references.

After deliberation on a pool of preliminary applicants, the committee may select a pool of semi-finalists.

f. Semi-Finalist Screening

The committee will develop and implement procedures for screening semifinalists. The committee must ensure confidentiality of the semi-finalists, to the extent permitted by Arkansas law, during all phases of the semi-finalist screening process, including, but not limited to reference checks, telephone contacts, and “off-site” screening procedures.

From the pool of semi-finalists, it is recommended that the committee identify acceptable candidates to be invited for a public, on-campus interview. The number of semi-finalists shall be determined by the committee, but it is expected that it will not exceed six candidates.

g. On-Campus Interviews

The committee chair, in concert with the campus liaison, shall be responsible for planning public on-campus interviews. The committee shall prepare interview questions and evaluation procedures to be used during the on-campus interviews.

Any member of the university community participating in an on-campus interview may complete an evaluation and submit it to the chair of the committee.

Committee members shall prepare an evaluation of candidates interviewed on campus. Following the completion of these evaluations, the committee chair and/or designee may conduct additional reference checks in accordance with a protocol developed by the committee.

h. Screening Materials

All rating forms and written materials used by the committee during the screening and interview process shall be retained in a secure manner at the institution and returned to the interim president’s designee upon completion of the interview process.

i. Finalist Interviews

The committee shall submit the names of at least four finalists to the Board of Trustees for consideration. The list shall not be ranked. The board shall review this list, and may also consider any other persons the board deems worthy of consideration for the appointment as president. In the event the Board of Trustees decides to consider a candidate who was not reviewed by the committee, the candidate’s name and qualifications shall be forwarded to the committee for its consideration and views prior to the interview by the Board of Trustees.

The board shall then prepare a list of finalists. Once the finalists are selected by the board, the board may conduct such interviews or make such investigations or inquiries, as the board deems necessary to aid it in the selection of the president.

j. Recommendation to the Board and Appointment

Based on the recommendations from the committee and interviews with the finalists, appointment of the president shall be made by the Board of Trustees.

VII. ACTION AGENDA

B. 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 (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.

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

- Startup Junkie Consulting
- Sherman Waterproofing, Inc.
- McGraw Hill Global Education (Tegrity)

Therefore, the president recommends to the Board of Trustees the following resolution:

“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 involving more than \$250,000 and with a term of more than one year

SUMMARY

1. Parties: University of Central Arkansas and Startup Junkie Consulting.
2. Purpose: Amendment of an agreement to provide evaluation of programming and develop innovation and entrepreneurship program.
3. Term: October 1, 2016 to September 30, 2019.
4. University Funds to be Paid: \$1,308,000 (\$436,000 per year).
5. Funds Received: None.
6. Public Bid/Purchasing Approval: Amendment of an existing contract.
7. Special Provisions/Terms/Conditions: After one year, either party may terminate for convenience by providing 90 days written notice.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: July 28, 2016

UNIVERSITY OF CENTRAL ARKANSAS
REASON FOR REQUIRING BOARD REVIEW AND ACTION

(Board Policy No. 416)

Contract involving more than \$250,000

SUMMARY

1. Parties: University of Central Arkansas and Sherman Waterproofing, Inc.
2. Purpose: Waterproofing of Estes Stadium.
3. Term: The start date has not been determined.
4. University Funds to be Paid: \$257,855.
5. Funds Received: None.
6. Public Bid/Purchasing Approval: Bids were opened May 26, 2016. One company responded. Sherman Waterproofing, Inc. of Conway submitted a bid of \$306,980. The scope of the project was modified and the price was negotiated to \$257,855 in order to meet the university budget.
7. Special Provisions/Terms/Conditions: None.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: July 28, 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

SUMMARY

1. Parties: University of Central Arkansas and McGraw Hill Global Education (Tegrity).
2. Purpose: Tegrity Campus Subscription Agreement. Tegrity is a product used by faculty for both lecture capture and online exam proctoring. This contract renews the existing Tegrity contract and adds unlimited viewing as well as increasing the available storage hours from 1,000 to 12,500.
3. Term: Three years (July 1, 2016 through June 30, 2019).
4. University Funds to be Paid: \$123,363.
5. Funds Received: None.
6. Public Bid/Purchasing Approval: Renewal of existing contract.
7. Special Provisions/Terms/Conditions: N/A.
8. Approval/Notification to UCA Foundation: N/A.

Form prepared by: Warren Readnour, General Counsel

Date: July 28, 2016

VII. ACTION AGENDA

C. Rights-of-way and Easements to City of Conway

Conway Corporation installed utilities between Donaghey Avenue and Augusta Avenue. The City of Conway is now requesting that the university grant two 15-foot-wide rights-of-way and easements and one 10-foot-wide right-of-way and easement for purposes of utilities provided by Conway Corporation. The easements are in and near the right-of-way for Augusta Avenue. A survey has been obtained, and the UCA Physical Plant has reviewed the easements and verified that the utilities are located in the designated areas.

Therefore, the president recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees authorizes the administration to grant to the City of Conway the rights-of-way and easements for utilities provided by Conway Corporation, and the president and 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 documents, agreements and instruments as are necessary and required to grant the rights-of-way and easements.”

VII. ACTION AGENDA

D. Property Acquisition – 412 Donaghey Avenue, Conway, AR

Hambuchen Properties owns the house at 412 Donaghey Avenue. The house is located on the east side of Donaghey Avenue between College Avenue and Simms Street. This is in an area where the university owns several pieces of property for future development. The house at 412 Donaghey Avenue was built in 1942 and is approximately 1,400 square feet. The lot is approximately 9,640 square feet. The university has signed an offer and acceptance with the owners for \$149,420. A copy of the signed agreement is attached. The closing of the proposed acquisition is conditioned upon the approval of the Board of Trustees.

Therefore, the president recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees approves the transaction described above with Hambuchen Properties for the purchase of the house at 412 Donaghey Avenue, Conway, Arkansas, for the sum of \$149,420, 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.”



University of
Central Arkansas
OFFICE OF THE
PRESIDENT

July 20, 2016

Mr. Charlie Hambuchen
Hambuchen Properties
PO Box 549
Conway, Arkansas 72033

RE: OFFER & ACCEPTANCE -412 Donaghey Avenue, Conway, AR 72034

Dear Mr. Hambuchen:

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 Hambuchen Properties ("Sellers") the property described below for the sum of One Hundred Forty-Nine Thousand Four Hundred Twenty Dollars (\$ 149,420), plus the Buyer's share of the closing costs.

The property subject to this offer and acceptance consists of a house and land located at 412 Donaghey Avenue, Conway, Arkansas, and is more particularly described as follows:

The North 70 feet of Lots 15 and 16, John Hartley's Subdivision of Block 55, Boulevard Addition to the City of Conway, Faulkner County, Arkansas, and also the South 10 feet of the West 120.5 feet of a 20 foot alley in John Hartley's Subdivision to Block 55, Boulevard Addition.

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 30, 2016;
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;

Wingo Hall, Suite 207 | 201 Donaghey Avenue | Conway, AR 72035
501-450-5286 | FAX 501-450-5003 | uca.edu

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 (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

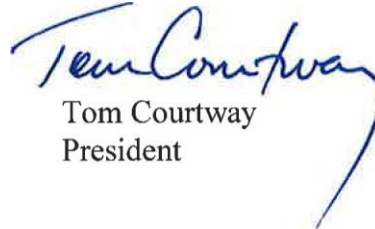
17. Sellers shall complete and deliver, prior to closing, the attached "Disclosure Form" which will become part of the Offer and Acceptance document. Failure to make any disclosure required by the Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to 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.

If the terms are agreeable to you, please sign and deliver the 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, August 5, 2016.

Sincerely,



Tom Courtway
President

ACCEPTANCE BY SELLERS

The offer set forth above and all terms and conditions are hereby accepted on this 26 day of

July,

2016, at 500 (A.M. or P.M.).

Hambuchen Properties

By:  _____

By:  _____

VII. ACTION AGENDA

E. Employee Benefits Program – Board Policy No. 526

Board Policy No. 526, Employee Benefits Program, has been revised to eliminate the option for benefits eligible employees, who start work on or after September 1, 2016, to select the Arkansas Public Employee Retirement System (APERS) as part of the university retirement program. UCA will continue to contribute the mandated employer contribution as set forth by APERS for anyone employed by the university as of August 31, 2016, that is a member of APERS. Accordingly, current employees who are members of the APERS system will not be affected.

New employees will have the option to choose between the Alternate Retirement Plan (TIAA) and the Arkansas Teacher Retirement System (if the employee is already vested with ATRS). The majority of new employees select the TIAA option.

The TIAA plan is known as a defined contribution plan, in which the employee must contribute 6% of his or her annual salary and UCA contributes 10% as an employer contribution. The APERS plan is known as a defined benefit plan, in which the employee must contribute 5% and UCA must contribute the mandated employer contribution as set forth by APERS. The current mandated employer contribution rate is 14.5%.

The quality of TIAA, the higher mandatory employer contribution rate, and the recent concerns regarding Governmental Accounting Standards Board Statement No. 68 (Accounting and Financial Reporting for Pensions) support the decision to eliminate the option for new employees to select APERS.

The language to be deleted is stricken through, and language to be added is highlighted.

Therefore, the president recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 526, Employee Benefits Program, 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: 526

Subject: Employee Benefits Program

Date Adopted: 12/12 Revised: 8/16

Eligibility

Employees are eligible for the Employee Benefits Program based on the following criteria:

1. 12-month non-classified, classified, and faculty appointments – employees appointed on an appointment period of 10 months or more at a minimum of 75% time.
2. 9-month faculty appointments – faculty appointed on a nine-month appointment period at a minimum of 75% time.
3. part-time faculty appointments – faculty appointed on a semester-by-semester appointment period if their semester appointment is at a minimum of 75% time.

Group Benefits Program

The Group Benefits Program contains the following:

1. health insurance;
2. dental insurance;
3. life insurance;
4. long-term disability (LTD) insurance; and
5. Section 125 Plan/Cafeteria Plan/Flexible Spending Accounts

Enrollment must take place prior to the first date of employment. Health insurance is effective as of the first day of employment. All other benefits listed above take effect on the first day of the month following a 90-day waiting period.

Voluntary Benefits Program

The Voluntary Group Benefits Program consists of an array of individual benefit products that the employee may select. The effective date of these individual benefit products will be the first of the month following a 90-day waiting period.

Retirement Program

The retirement program consists of **three** ~~four~~ different options. Once an employee makes an election between the Alternate Retirement Plan, ~~Arkansas Public Employees Retirement System (APERS)~~, or Arkansas Teacher Retirement System (ATRS), the decision is irrevocable.

- a. Alternate Retirement Plan (TIAA-CREF)

The Alternate Retirement Plan is a 403(b) plan, also known as a defined contribution plan, in which the employee must contribute six (6%) percent of his or her annual salary. UCA will contribute 10% as an employer contribution.

The effective date of this plan is the first day of employment. Employees are vested based on the following schedule:

- i. 25% vested – employed at least one (1) year;
- ii. 50% vested – employed at least two (2) years;
- iii. 75% vested – employed at least three (3) years; and
- iv. 100% vested – employed at least four (4) years.

b. ~~Arkansas Public Employee Retirement System (APERS)~~

~~APERS is a 401 plan, also known as a defined benefit plan, in which the employee must contribute five (5%) percent of his or her annual salary. UCA will contribute the mandated employer contribution as set forth by APERS, which may vary from year to year. The vesting period is five years.~~

b. Arkansas Teacher Retirement System (ATRS)

The Arkansas Teacher Retirement System is a 401 plan, also known as a defined benefit program. Only new UCA employees who are vested with ATRS may select this plan. UCA will contribute the mandated employer contribution as set forth by ATRS, which may vary from year-to-year.

c. Supplemental Retirement Account (SRA)

Employees participating in any of the three retirement plans under a., b., or c. may contribute above the required employee contribution of each plan, in an SRA only, up to the Internal Revenue Service maximum employee contribution limits. There is no employer contribution for the SRA. All SRA employee contributions are immediately vested.

All full-time and part-time employees, except students, are eligible to participate in the SRA. Employees can choose investment funds offered by TIAA-CREF and VALIC for the SRA.

Administration

The president of the university, or his or her designee, may adopt rules and regulations for interpreting the Employee Benefits Program and for administering its provisions in a manner consistent with this board policy.

NOTE: UCA will continue to contribute the mandated employer contribution as set forth by the Arkansas Public Employee Retirement System (APERS) for anyone employed by the university as of August 31, 2016, that is a member of APERS.

VII. ACTION AGENDA

F. University Facilities – Scheduling, Use and Rental – Board Policy No. 400

Board Policy No. 400, University Facilities – Scheduling, Use and Rental, has been revised to reflect implementation of the Event Management System (EMS) centralized scheduling. The role of the University Centralized Scheduling Office is specified, and the role of Outreach and Community Engagement is modified. The policy has been expanded to clarify that the word facilities includes all buildings, structures, fields, parking lots, and all other areas of campus. Minor changes were made to the general policies for all university facilities.

The language to be deleted is stricken through, and language to be added is highlighted.

Therefore, the president recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 400, University Facilities – Scheduling, Use and Rental, 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: 400

Subject: University Facilities – Scheduling, Use and Rental

Date Adopted: 8/78 Revised: Passim – most recent 08/16

NOTE: This policy addresses the scheduling, use and rental of university facilities. Ticketing services and fees are addressed in Board Policy No. 646.

1. PURPOSE:

The University of Central Arkansas (university) is a state-supported institution of higher education. All university facilities are designed primarily to accomplish its educational objectives. This document provides policies and procedures for the scheduling, use and rental of university facilities. The word facilities, as used in this policy, includes all buildings, structures, fields, parking lots, and all other areas owned, leased, or operated by the university.

2. ROLES AND FUNCTIONS:

a. **Centralized Scheduling System University Calendar:** The university maintains a calendar of all events occurring on campus. Each person or office facility administrator (see item 2.c.) shall ensure that all activities scheduled in such building/facility are recorded in the Centralized Scheduling System University Calendar.

b. **Scheduling and Events Office Conference Services:**

After an event is approved and added to the Centralized Scheduling System, departments or external groups may contact Conference Services, which is part of Outreach and Community Engagement, for assistance with planning and coordinating details of the event. Assistance includes, but is not limited to, setup, decorations, catering, technology, and take-down/cleanup.

i. ~~The Scheduling and Events Office is a part of Outreach and Community Engagement. This office serves as the office through which requests to schedule certain university space and facilities are submitted, and rental and special fees collected. The Scheduling and Events Office is responsible for all scheduling involving (a) the Brewer Hegeman Conference Center and (b) any other university facility that, under the terms of this policy, is not the responsibility of another administrative or academic unit of the university. (Note: The HPER Center and all intramural fields are scheduled through the Scheduling and Events Office.)~~

- ii. ~~The Scheduling and Events Office also (a) coordinates with all university offices and building administrators to insure efficiency and effectiveness in scheduling, and (b) assists facility administrators, upon request, to make arrangements for food service, security and other items for large groups/camps and other events in university buildings/facilities.~~

e. ~~Facilities Not Scheduled by the Scheduling and Special Events Office:~~

~~The appropriate building administrator is responsible for scheduling a facility on the following list unless otherwise indicated:~~

- ~~i. Buffalo Alumni Hall~~
- ~~ii. President's Private Dining Room—Office of the President~~
- ~~iii. Student Center—director of Student Center~~
- ~~iv. Ida Waldran Auditorium—director of Student Center~~
- ~~v. HPER Dance Studios—vice president for student services~~
- ~~vi. Athletic fields and facilities—director of athletics~~
- ~~vii. Snow Fine Arts Center—music or theatre office as relevant~~
- ~~viii. Reynolds Performance Hall—director of Reynolds Performance Hall~~
- ~~ix. Farris Center—chair, Department of Kinesiology and Physical Education~~
- ~~x. All other academic buildings and facilities~~

~~In addition, from time to time the president's home is used for official university functions. Since the president's home is a private residence, please contact the Office of the President for more information on reserving the president's home.~~

c. **Facility Administrators:**

Each facility shall have a person designated as the administrator, who shall:

- Be responsible for carrying out the terms of this policy;
- Ensure that scheduled events are recorded in the ~~university calendar~~ **Centralized Scheduling System**;
- Report all **changes and** renovations that alter the **physical layout of the facility space or technology in any way** to the university's Centralized Scheduling Office;
- Identify restricted spaces and provide the rationale for restricting the space. This rationale is presented to the appropriate vice president for submission **to** and consideration by the president's executive staff. **Approved restrictions shall then be submitted to the university's Centralized Scheduling Office;**
- Promulgate rules. In addition to the matters set forth in this policy, each facility administrator shall prepare additional requirements for scheduling and use of each university facility as may be necessary. These requirements shall be consistent with this policy and shall be submitted to the university president for approval ~~prior to August 1st of each year~~. Once approved, these requirements shall be placed on the university's website **and submitted to the university's Centralized Scheduling**

Office.

- ~~i.—The facility administrator shall determine, as soon as practical after making arrangements to schedule a university facility, whether or not to utilize any of the services of the Scheduling and Events Office. If the facility administrator determines to utilize the services of such office, he/she shall contact the staff of such office sufficiently in advance of the scheduled event to allow for appropriate planning (food, security, etc.). For large groups/camps, the facility administrator should contact the Scheduling and Events Office as soon as possible to make all necessary arrangements for the event.~~

~~d. **President's Executive Staff:**~~

- ~~i.—The president's executive staff consists of vice presidents and other staff persons designated by the president of the university to meet on matters related to the university.~~
- ~~ii.—**Any request or question arising under this policy that is not resolved by the appropriate facility administrator, dean or vice president, shall be submitted to the president's executive staff for a decision.**~~

3. DEFINITIONS:

For purposes of this policy, the following definitions shall apply:

- a. **Recognized Registered Student Organization (RSO):** a student organization formally recognized by the university's Office of Student Life. RSOs must have their current Officer Information Form on file with the Office of Student Life to reserve a facility.
- b. **Affiliated Group:** a group established by the president or established by virtue of the president's authority to a particular administrator, faculty member, staff member or the student body. These include, but are not limited to, official UCA colleges, departments, and divisions.
- c. **External Group:** a group, other than RSOs and affiliated groups, that is legally separate from the university, even though some of its members or participants may be university personnel, alumni, or students. An external group may be an individual.
- d. **Fronting:** UCA students, RSOs, affiliated groups, faculty, and staff may not reserve a facility on behalf of, or for the use of, an external group so the external group can use the facility at a reduced rate. The facility administrator may deny or rescind permission to use the facility if it is determined that the use is not primarily for the benefit of the student group, student, faculty, or staff making the reservation. The facility administrator may apply the appropriate rate for use of the facility if it is determined that fronting has occurred. The university shall not be held liable or responsible for financial or other

damages incurred by an individual or organization whose permission to use the facility is denied, rescinded, or modified, including a rate change, pursuant to this fronting policy.

4. GENERAL POLICIES FOR ALL UNIVERSITY FACILITIES:

- a. No event will be authorized or permitted and a reservation request may be denied when any of the following occur as determined by the appropriate university official:
 - i. The requested use would cause a disruption or interference with the normal day-to-day operations and lawful mission of the university.
 - ii. The requested use would be contrary to federal, state, or local law or regulations or the policies of the university.
 - iii. That accurate or complete information has not been provided to the facility administrator.
 - iv. The applicant or sponsor of the activity has previously been in violation of this policy, or has violated conditions and/or assurances specified in a previous usage agreement and the university has reasonable cause to believe such violation will reoccur.
 - v. Approval for the use of the space or equipment has previously been given to another group, organization, or individual during the time(s) and at the location(s) requested.
 - vi. Use of the space requested would be impossible due to setup time and/or take-down/cleanup time required for other previously-scheduled activities at the requested locations before and/or after the requested use, or due to other extenuating circumstances.
 - vii. Attendant services (audio/visual, information technology, food service, custodial or security) that are required for the event are not available due to lack of sufficient equipment and/or personnel.
 - viii. The activity is of such nature and/or duration that it cannot reasonably be accommodated in the particular area for which the application is made. In such event, clarification of the event description will be sought and an alternative site, if available, shall be proposed.
 - ix. The activity creates or would create a danger or a dangerous condition impacting the health, safety, and welfare of others.
 - x. The activity conflicts with existing contractual obligations of the university.
- b. A damage/breakage deposit may be required if the facility administrator deems the deposit necessary.

- c. To avoid fronting, meetings and events reserved by RSOs and affiliated groups must fall under the following guidelines:
 - i. The event/meeting must be conceptualized, planned, and managed by the RSO or affiliated group and must be an initiative of the RSO or affiliated group.
 - ii. A majority (over 50%) of those attending events/meetings scheduled by RSOs or affiliated groups must be UCA students, faculty, or staff.
 - iii. Any costs associated with the event/meeting must be paid by the RSO or affiliated group.
- d. Decorations, props and any other materials that are brought to the building/facility by the person or group renting it may only be used or placed in the building/facility with the consent of the facility administrator.
- e. Proper attire, which includes shirt and shoes, must be worn at all times.
- f. The university reserves the right to deny use of its facilities to any applicant when the university deems such use is not in the best interest of the university.
- g. All necessary UCA Police Department costs will be assumed by the organization or group. The facility administrator, in consultation with the UCA Police Department, will determine the security requirements for an event. It is the organization's or group's responsibility to coordinate with the UCA Police Department and arrange appropriate security. Failure to arrange proper security in a timely manner may result in cancellation of the event.
- h. Individuals or groups reserving space in a university facility will be responsible for the behavior of their members and guests and for any damage caused by the guest(s) or member(s) and agree to respect the rights of other groups using the facility. All university visitors must abide by the rules, regulations and policies of the university as well as all federal, state and local laws.
- i. Groups/organizations must be completely finished with the room, and tear-down/cleanup, by the time indicated on the request form.
- j. Groups requiring audio/visual equipment must note the equipment needed on the reservation form. Charges may be assessed for rental of equipment as well as labor costs for the set-up and break-down of equipment. A damage deposit may be required.
- k. External groups may not appropriate or make use of the university's name or any of the university's trade or service marks or property in violation of copyright laws in their advertising materials. Use of such material must be requested in writing. Prior written authorization must be given before any use of such material regardless of the mode of transmission.

- l. Alcohol may not be served or be on the premises unless authorized by the president pursuant to Board Policy No. 405.
- m. No animals or pets of any kind shall be permitted in any building/facility, except (a) service animals, (b) animals used by law enforcement, (c) domestic animals in the president's home or other university houses if approved by the director of housing and (d) animals used for academic research.
- n. Tobacco use is prohibited in all areas; UCA is a tobacco-free campus. **Use of electronic cigarettes is prohibited in all areas.**
- o. Equipment and furnishings shall not be moved or removed except with the prior approval of the facility administrator.
- p. All contracts related to the presentation of an event, including contracts between user and performers, speakers, sub-contractors, managers, and others, are subject to review by the facility administrator.
- q. The university is not responsible for any articles lost in the building.
- r. Food service in any university facility must be provided by the university-contracted food service provider, unless the food service provider waives such requirement in writing, or unless an exception applies under the contract with the food service provider.
- s. Any sales or solicitation on university property must comply with the university's solicitation policy. ~~If there is a concern regarding the appropriateness of an activity, a request will be submitted to the president's executive staff for a decision.~~
- t. Special events that have the potential for injury are required to have liability insurance. The university should be included in the policy rider as an additional insured and be given a copy of the certificate before the event.

5. SCHEDULING PRIORITIES FOR THE STUDENT CENTER AND IDA WALDRAN AUDITORIUM:

- a. Priority 1: activities sponsored by an RSO, the Student Activities Board or the Student Government Association.
- b. Priority 2: affiliated groups.
- c. Priority 3: external groups.

Reservations generally are taken and honored on a first-come, first-served basis. In certain circumstances, it may be necessary to alter reservations. For scheduling information, contact the director of the Student Center.

6. SCHEDULING PRIORITIES FOR THE DONALD W. REYNOLDS PERFORMANCE HALL:

- a. Priority 1: activities sponsored by the Office of the President.
- b. Priority 2: activities sponsored by arts programs in the College of Fine Arts and Communication.
- c. Priority 3: activities sponsored by UCA Public Appearances.
- d. Priority 4: activities sponsored ~~in~~ by and utilizing Brewer-Hegeman Conference Center.
- e. Priority 5: activities sponsored by RSOs.
- f. Priority 6: activities sponsored by affiliated groups.
- g. Priority 7: activities of external groups.

All groups requesting to use the Donald W. Reynolds Performance Hall must complete a reservation request form provided online. at www.uca.edu/reynolds and submit it to **The form will be reviewed by** the director of Reynolds Performance Hall. If there are questions, the form will be forwarded to the dean of the College of Fine Arts and Communication. If not resolved, it will be presented to the president's executive staff **for a final decision.**

7. SCHEDULING PRIORITIES FOR THE BREWER-HEGEMAN CONFERENCE CENTER AND UCA DOWNTOWN:

- a. Priority 1: activities sponsored by the Office of the President.
- b. Priority 2: ~~Academic~~ Outreach **and Community Engagement** non-credit programs.
- c. Priority 3: activities sponsored by external groups.
- d. Priority 4: affiliated groups and RSOs.

To provide for maximum use of the Brewer-Hegeman Conference Center, ~~Outreach and Community Engagement~~ **Conference Services** reserves the right to grant priority use to events that require multiple rooms and to relocate smaller events to campus locations that have comparable space. If a group is relocated, notification will be provided to the designated group representative ~~a minimum of 30 days before~~ **prior to the set-up and** start of the event.

~~All groups requesting to use the Brewer-Hegeman Conference Center should schedule events through Outreach and Community Engagement. Activities that raise questions regarding policy or appropriateness of activity will be referred to the president's executive staff for a decision. Activities included in Priorities 1, 2 and 3 may be scheduled two years in advance. To provide for maximum use of the facility, Outreach and Community Engagement reserves the right to grant priority use to events that require multiple rooms~~

~~and to relocate smaller events to campus locations that have comparable space. If a group is relocated, notification will be provided to the designated group representative a minimum of 30 days before the start of the event. Priority 4 events may be scheduled 30 days in advance.~~

8. SCHEDULING PRIORITIES FOR COMPRESSED INTERACTIVE VIDEO CLASSROOMS:

- a. Priority 1: academic classes that are part of a degree program rotation to be delivered to remote location(s).
- b. Priority 2: academic classes that are part of certification requirements to be delivered to remote location(s).
- c. Priority 3: academic classes offered on request to groups at remote location(s).
- d. Priority 4: affiliated groups and RSOs activities.

Compressed interactive video classrooms are scheduled through the **Centralized Scheduling System and reviewed by the** Department of Information Technology according to the priorities listed above.

9. SCHEDULING PRIORITIES FOR OTHER UNIVERSITY FACILITIES:

- a. ~~Priority 1: academic classes. —first—those offered through the regular class schedule; second—academic credit classes scheduled through Outreach and Community Engagement. Academic classes offered through the regular schedule are assigned spaces by the departments during the prior semester. Coordination of these assignments is provided through the Office of the Provost. Classes scheduled through Outreach and Community Engagement are coordinated through the academic departments and become a part of the master schedule for all credit classes.~~
- b. ~~Priority 2: affiliated groups and RSOs. —non-academic activities of affiliated groups and RSOs are scheduled through the Scheduling and Events Office.~~

~~University-related activities may be scheduled up to one calendar year in advance. Should conflicts of date or facility occur with Priority 1 scheduling, and acceptable alternate arrangements cannot be made, the Priority 2 event will be canceled.~~

- c. ~~Priority 3: external groups. —external groups requesting to use university facilities must complete a request form provided by the Scheduling and Events Office.~~

10. SCHEDULING AND USE OF ATHLETIC FACILITIES

All athletic fields and facilities shall be under the direction and supervision of the director of athletics. He/she shall have the authority, in consultation with and upon the approval of the

president of the university, to develop rules and regulations for the use of all athletic fields and facilities.

- a. Priority 1: university athletic teams.
- b. Priority 2: RSOs and affiliated groups, with the prior written approval of the director of athletics, and if applicable, the vice president for student services.
- c. Priority 3: external groups, with the prior written approval of the director of athletics.

11. RENTAL INFORMATION AND RENTAL RATES

Rent and fees for each facility for each type of group shall be established by the university administration. ~~By August 1st of each year,~~ The president of the university ~~shall~~ **must** approve a list of rent, fees and any other charges for the next academic year **all rental fees**. After fees have been approved by the president ~~this list is,~~ under procedures he/she may establish, **rental fees** shall be placed on the university's website and **submitted to the Central Scheduling Office and Conference Services Office**. ~~copies given to each facility administrator. If any person or group has questions about rent, fees or other charges, the facility administrator should be contacted.~~

Unless an exception or an adjustment of rent and/or fees is specifically set forth in this policy, all groups (RSOs, affiliated groups and external groups) shall be charged rent, fees and/or other charges set forth on the approved list **of rental rates**.

Exceptions:

- a. In the case of affiliated groups and RSOs, if no fee of any type is paid by attendees, nor any other sort of remuneration is paid by any person attending the event, the rental fees set forth in this policy shall be waived.
- b. If the event is for recruitment of students, all fees, except for direct costs, shall be waived for activities sponsored by (a) the UCA Student Government Association, (b) the UCA Student Activities Board **and or** (c) the UCA Office of Admissions **and Enrollment Services**.
- c. **A department using a facility within its assigned areas for university-related activities shall not be charged a fee. (Example: Outreach and Community Engagement may use Brewer-Hegeman for its outreach programs and non-credit classes for no fee. However, the event(s) must be listed on the Centralized Scheduling System.)**
- d. **No other adjustment or waiver of any rent, charge, or fee shall be made except through action of the provost/vice president for academic affairs (if such person has the authority to do so) or the president's executive staff president or president's designee.**

~~Fee adjustment forms are available in the Student Center's Scheduling Office and the Scheduling and Events Office in Brewer-Hegeman Conference Center. Fee adjustment forms must be submitted at least six weeks prior to the event. Adjustments are examined~~

~~on a case-by-case basis. During the regular school year (August 15 through April 30), fee adjustment requests for events in the Student Center and Ida Waldran Auditorium, are routed through the Student Center Board, which will recommend approval or denial of the request. Appeals may be presented to the president's executive staff. The decision of the president's executive staff is final.~~

VII. ACTION AGENDA

G. Fees – Division of Outreach and Community Engagement – Board Policy No. 631

Board Policy No. 631, Fees – Division of Outreach and Community Engagement, has been revised to clarify that the UCA Alumni Association discount applies to community education classes as distinguished from other non-credit courses. With the creation of the Arkansas Coding Academy and its offering of non-credit courses, the Division of Outreach and Community Engagement wants to clarify that the discount applies only to community education classes. The discount for such classes is being increased from 40% to 50%.

The language to be deleted is stricken through, and language to be added is highlighted.

Therefore, the president recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Board Policy No. 631, Fees – Division of Outreach and Community Engagement, 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: 631

Subject: Fees – Division of Outreach and Community Engagement

Date Adopted: 12/75 Revised: 05/15, 08/16

1. Contract Training and Not-For-Credit Service Fees

The administration is authorized to establish fees and charges for contract training and not-for-credit events and services that the Division of Outreach and Community Engagement originates and sponsors.

2. Late Payment on External Contracts

The Division of Outreach and Community Engagement may impose a ten percent (10%) late payment fee on contracts with external agencies, groups, or individuals that fail to pay their bills within thirty (30) days of the date of billing.

3. Alumni Association Discount

UCA Alumni Association members enrolling in ~~non-credit courses~~ **community education classes** originated by the Division of Outreach and Community Engagement will receive a 40% **50%** discount.

VII. ACTION AGENDA

H. Diversity; Diversity Advisory Committee – Board Policy No. 525

Board Policy No. 525 establishes the Diversity Advisory Committee in order to carry out the diversity language in the university mission statement.

Pursuant to the board policy, the Board of Trustees must make three appointments to the committee. They are as follows:

- One member of the university's Board of Trustees; and
- Two persons, at least one of whom shall be a person holding an administrative position at the university.

Victor Green and Anthony Jemerson are the members whose appointments have expired.

Therefore, the president recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: T h a t _____, a member of the Board of Trustees, is hereby appointed to serve on the Diversity Advisory Committee for a one-year term; and that _____ is hereby appointed to serve for a two-year term (2016-18 academic year) on the Diversity Advisory Committee.”

UNIVERSITY OF CENTRAL ARKANSAS

BOARD POLICY

Policy Number: 525

Subject: Diversity; Diversity Advisory Committee

Date Adopted: 05/12 Revised: 08/13, 08/14

Preamble: The University of Central Arkansas (“university”) seeks to include and integrate individuals from various backgrounds and with varied characteristics, and promotes opportunities to work, learn, and develop within a community that embraces the diversity of individuals and ideas.

Diversity Language in UCA Mission Statement: The following language is part of the university’s Mission Statement adopted on May 6, 2011:

“We are dedicated to attracting and supporting a diverse student, faculty and staff population and enhanced multicultural learning opportunities. We value the opportunity to work, learn, and develop in a community that embraces the diversity of individuals and ideas, including race, ethnicity, religion, spiritual beliefs, national origin, age, gender, marital status, socioeconomic background, sexual orientation, physical ability, political affiliation, and intellectual perspective.”

Creation of Diversity Advisory Committee: In order to carry out the diversity language in the Mission Statement, there is hereby established a standing committee of the university to be known as the Diversity Advisory Committee (“committee”).

Purpose of the Diversity Advisory Committee: The purpose of the Diversity Advisory Committee is to:

- (a) review all policies, programs and offices of the University of Central Arkansas in an effort to (i) promote and maintain a diverse student, faculty and staff population and (ii) foster an environment of inclusion and diversity;
- (b) develop and present to the Board of Trustees and the president, (i) plans and recommendations to increase diversity, including but not limited to, staffing, budget recommendations and program changes, if any, and (ii) recommendations concerning language to be included in university publications, advertisements and other materials on the subject of diversity;
- (c) prepare and file with the Board of Trustees and the Office of the President, an annual report on diversity initiatives with such recommendations as the committee may deem necessary and advisable; and

(d) undertake such other activities, studies or initiatives as the committee may, from time-to-time, deem necessary or advisable, as well as conduct any other matters within the committee's jurisdiction as may be requested by the Board of Trustees.

Membership of the Diversity Advisory Committee/Meetings: The Diversity Advisory Committee shall be composed of the following persons who shall each serve terms as set forth below:

- one member of the university's Board of Trustees, appointed by the Board of Trustees;
- university's chief diversity officer or his/her designee, chair (ex officio);
- associate vice president of human resources (ex officio);
- director of assessment (ex officio);
- professional development and training coordinator (ex officio, non-voting);
- two persons appointed by the Board of Trustees, at least one of whom shall be a person holding an administrative position at the university;
- one faculty member from each college appointed by the Faculty Senate from nominations submitted by the dean of each college and one at large faculty member selected by the Faculty Senate from the non-affiliated faculty;
- four persons designated as representatives from the Staff Senate;
- two persons designated as representatives from the Student Government Association;
- one person designated as the representative from the UCA Alumni Association; and
- one person designated as the representative from the UCA Foundation, Inc.

Ex officio positions are permanent members of the committee.

The UCA board member and the representatives from the UCA Alumni Association, the UCA Foundation, and the Student Government Association shall serve one-year terms on the committee.

All other members shall serve two-year terms, with the initial terms of those persons staggered and drawn by lot at the first meeting in the fall semester of 2013 so that at least one person from each group shall serve a one-year term and at least one from each group shall serve a two-year term. Thereafter, all terms shall be for two years.

Members of the committee may be reappointed.

The chair of the committee shall be the university's chief diversity officer. The committee shall hold at least one meeting in the fall semester and one meeting in the spring semester each year. Special meetings may be called by the chair, or upon the request of any two members of the committee. At least two working days' notice of any meeting shall be provided to each member.

VII. ACTION AGENDA

I. Investments and Collateralization – Board Policy No. 600

The Investments and Collateralization policy was recently reviewed for compliance and relevance. There are three main areas that need to be updated for consistency with current practices.

1. The notification process is being revised for pledged securities held as collateral for university bank deposits and investments. Formerly, the custodial bank issued safekeeping receipts or a standby letter of credit to the university as notice of collateral. The bank now sends the university controller a new pledged security notification for each new pledged security. Upon the release of a pledged security, they send a pledged security release notification.
2. Currently, securities eligible for collateral deposit do not include municipal bonds for municipalities and political subdivisions outside the State of Arkansas. The policy is being revised to allow bonds issued by all United States municipalities and subdivisions to be eligible for collateral to the university.
3. The policy continues to state (no change) that pledged securities will be delivered to the university on the written instruction of the vice president for finance and administration. No other requirement is necessary. The old policy contained an additional provision, which is being removed, requiring the custodian to deliver the pledged security if the depository institution fails to pay the deposit due under the terms of the pledge agreement.

The language to be deleted is stricken through and language to be added is highlighted.

Therefore, the president recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees hereby approves the following revisions to Board Policy No. 600, Investments and Collateralization.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 600

Subject: Investments and Collateralizations

Date Adopted: 12/88 Revised: 02/00, 11/01, 02/13, 8/16

1. INVESTMENTS

Subject to the direction of the president, the vice president for finance and administration shall be responsible for the management of the cash assets of the University of Central Arkansas. The vice president for finance and administration, or such other persons as authorized by the president, is authorized and directed to invest all funds not needed to meet current cash flow requirements. **The university has cash and investments that are held by the State Treasury, the Bond Trustee and the UCA Foundation. The investment and collateralization of these assets is monitored by these other entities and their separate policies.**

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

- a. The university may invest in certificates of deposit with a depository institution that is a member of the Federal Deposit Insurance Corporation (“FDIC”), provided that all invested monies in excess of the FDIC limit be collateralized according to the requirements of the university's collateralization policy.

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

- b. The university may invest in Treasury bills or other direct and fully-guaranteed obligations of the United States and its agencies. However, funds may also be invested to enhance the investment productivity of endowment, donated, and other funds as follows:

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

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

- c. The university may also invest in a short-term investment service with a depository institution that is a member of the FDIC, provided that all invested monies in excess of the FDIC limit are collateralized according to the requirements of the university's collateralization policy.

Before investing in said service, a formal bid must occur. The institution that submits the highest stated rate of interest, complies with the university's collateralization policy, and provides liquidity within 24-hours will be awarded the bid.

2. COLLATERALIZATIONS

In order to assure the security of the university's demand deposit accounts and its investments, the university's monies shall be fully, and continuously, collateralized whenever such investments/deposits exceed the limits of FDIC or other insurance. Pledged collateral for the university's deposits/investments must meet the following minimum requirements:

- a. The vice president for finance and administration will have authority to enter into a collateral agreement with depository institutions and custodian banks that conform to the collateral requirements stated in this policy.
- b. Pledged security shall be placed in a **maintained by the** custodian bank's trust department, and a safekeeping receipt shall be issued to the university, or if an irrevocable standby letter of credit is chosen, then the letter shall be sent to the

~~university's vice president for finance and administration. The receipts or letter shall be imprinted with the notice that the security is pledged to the University of Central Arkansas.~~

~~The custodian shall deliver the pledged security to the university upon the sole order of the university's vice president for finance and administration when supported by a verified certificate of the FDIC certifying under seal that the depository institution has failed or refused to pay all or a portion of the deposit due the university by the depository institution and that under the terms of the pledge agreement executed by the depository institution the university is entitled to delivery of the security described in the receipt(s) or the proceeds thereof. Otherwise, the security shall be delivered only upon the written order and instructions of the university's vice president for finance and administration and depository institution.~~

- c. Eligible security for deposits must consist of the following: direct obligations of the United States Government; obligations of agencies and instrumentalities created by act of the United States Congress and authorized thereby to issue securities or evidences of indebtedness; bonds of the University of Central Arkansas and; general obligations and revenue bonds issued by of the State of Arkansas and Arkansas United States municipalities and political subdivisions. All pledged securities will have with a Standard & Poor's and/or Moody's rating of at least "A"; ~~an irrevocable standby letter of credit issued by a Federal Home Loan Bank.~~
- d. All pledged security shall be valued at market (not par) value, and the aggregate must be equal to at least 110% of the deposits/investments. However, in instances where the president deems it to be in the best interest of the university, he or she is authorized to require the security be not less than 100% of the deposits/investments. The collateral is to be adjusted immediately by the depository institution when its market value falls below the minimum percentage requirements.
- e. Failure to maintain the minimum collateral requirements may jeopardize the future banking relationship between the university and the depository institution.
- f. The vice president for finance and administration, or such other persons as authorized by the president, has the right to accept or disallow specific security offered by the depository institution as pledged collateral. In no event shall the acceptance conflict with the university's minimum collateral standards as stated herein.
- g. The depository institution shall provide a monthly custody pledge report statement detailing the pledged securities, their respective market values, and ratings (Standard & Poor's and/or Moody's). They will also deliver notifications of new pledged securities and pledged security releases. These reports shall be furnished to the university by the 10th working day of the following month.

- h. The security shall be delivered only upon the written order and instructions of the university's vice president for finance and administration.
- i. Responsibility for the university's adherence to this policy rests with the vice president for finance and administration with the assistance of such other persons as authorized by the president. The internal auditor has the responsibility to monitor compliance.

The collateral requirements as stated above shall not apply to: (a) investments with investment management services; or (b) equity investments representing funds donated to the university from private sources.

VII. ACTION AGENDA

J. Fees – General Administrative – Board Policy No. 634

Fee for Awarding Graduate Certificates: The university has recently started printing and issuing formal certificates for students that complete the requirements of a graduate certificate program. The administration proposes to charge a fee of \$20 for awarding the certificates.

Justification: The university incurs costs to print and mail the certificate and related jacket-cover to the student. Students receiving the certificates do not participate in commencement ceremonies; therefore, the fee is recommended to be set at one-half of the \$40 fee for a student to apply for a graduate degree.

Therefore, the president recommends to the Board of Trustees the following resolution:

“BE IT RESOLVED: That the Board of Trustees approves a Graduate Certificate fee of \$20, effective fall 2016.”

**UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY**

Policy Number: 634

Subject: Fees – General Administrative

Date Adopted: See Below Revised: See Below

The university charges certain fees for instruction and services needed to support instruction. A list of current fees is set forth below. If any additions, deletions, or revisions to the name of the fee and/or amount of the fee are necessary, those changes shall be presented to the Board of Trustees for approval.

The approved schedule (name of fee and/or amount of fee) shall be documented in the minutes of the meeting at which such approval is granted, and shall be set forth on the university's website.

Graduation Fees - Adopted 4/92; Revised 8/10, 2/13, 8/16

Undergraduate and Graduate Degrees.

Late Registration Fee - Adopted 1/67; Revised 4/85, 3/94, 2/13

Late Payment Fee - Adopted 3/02; Revised 5/08, 8/10, 2/13

Late payment fee for balances of \$500.00 or more.

Late payment fee for balances less than \$500.00.

Undergraduate Application Fee – Adopted 05/10; Revised 2/13

Application fee for domestic undergraduate students, entering UCA for the first time, effective fall 2011.

Graduate School Application Fee - Adopted 5/91; Revised 2/98, 2/13

Application fee for domestic graduate students (masters, specialist and doctoral) and for international graduate students (masters, specialist and doctoral), effective fall 1998.

Returned Check Fee - Adopted 5/91; Revised 2/13

A fee will be charged for each returned check.

Post Office Box Fee - Adopted 5/91; Revised 2/13

Payment Plan Fee – Adopted 8/10; Revised 2/13

Fee to set up a payment plan with the student accounts office.

VIII. NOTIFICATIONS/DELETIONS

A. Notification: Reorganization of Departments in the College of Fine Arts and Communication

The College of Fine Arts and Communication has proposed reorganization of three of its academic departments into two. The remaining departments will be renamed to reflect their new roles in the college, and the third department will be deleted.

Programs from the existing departments of Communication, Mass Communication and Theatre, and Writing will be reorganized as indicated in the following list:

School of Communication

- BA/BS, Communication (from the Department of Communication)
- BA/BS, Journalism (from the Department of Mass Communication and Theatre)
- BA/BS, Public Relations (from the Department of Communication)
- BA, Writing (from the Department of Writing)

Department of Film, Theatre, and Creative Writing

- BA, Creative Writing (from the Department of Writing)
- BA/BS, Digital Filmmaking (from the Department of Mass Communication and Theatre)
- BA/BS, Theatre (from the Department of Mass Communication and Theatre)
- MFA, Creative Writing (from the Department of Writing)
- MFA, Digital Filmmaking (from the Department of Mass Communication and Theatre)

The primary reason for the reorganization is synergy of disciplines within the academic units. A secondary reason is efficiency (two departments from three). Rationale for the names is straightforward. (1) The name “School of Communication” designates a unit incorporating multiple communication-related disciplines (not limited to the program of that name). Adoption of the “School” designation puts UCA in line with highly rated national communication and media studies programs across the country and reflects the strength of the combined communication programs working together in this unit. The School of Communication will remain in the department’s current reporting line within the College of Fine Arts and Communication. (2) The Department of Film, Theatre, and Creative Writing is named for the arts programs brought together under its aegis. The existing departments of Art and Music remain unchanged in this reorganization.

The provost and the president have approved the proposed reorganization.

Supporting materials (following pages): ADHE form LON-7 (with embedded LON-5)

LETTER OF NOTIFICATION – 7

REORGANIZATION OF EXISTING ORGANIZATIONAL UNITS

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. Name of current organizational unit

This reorganization involves three existing departments within the College of Fine Arts and Communication. The process will result in two departments with new names and the elimination of one department.

Department of Communication (department code: 2320)

Department of Mass Communication and Theatre (department code: 2340)

Department of Writing (department code: 2205) – to be deleted (LON-5 embedded in this document, p. 5)

The Departments of Art and Music will remain unchanged in this reorganization.

6. Name of proposed unit

These units will result from the reorganization:

School of Communication (use department code 2320)

Department of Film, Theatre, and Creative Writing (use department code 2340)

7. Reason for proposed change

The primary reason for the reorganization is synergy of disciplines within the academic units, detailed in the organizational charts in item 8. A secondary reason is efficiency (two departments instead of three; within the college, four departments instead of five).

The rationale for the department names is fairly simple:

The name “School of Communication” designates a unit incorporating multiple communication-related disciplines (not limited to the program of that name). Adoption of the “School” designation puts UCA in line with highly rated national communication and media studies programs across the country and reflects the strength of the combined communication programs working together in this unit. The School of Communication will remain in the department’s current reporting line within the College of Fine Arts and Communication.

The Department of Film, Theatre, and Creative Writing is named for the arts programs brought together under its aegis.

8. Provide current *and* proposed organizational chart.

See Figure 1: Organizational Chart Before Reorganization, p. 3; and Figure 2: Organizational Chart After Reorganization, p. 4.

9. If proposed changes result in a reallocation of funds, which departments or programs will receive the reallocated funds?

The reorganization will result in the reallocation of one department chair salary, which will become available for faculty positions as needed within Academic Affairs.

10. Provide additional information if requested by ADHE staff.

If requested.

President/Chancellor Approval Date: 2016-08-01

Board of Trustees Notification Date: 2016-08-19 (next scheduled meeting)

Chief Academic Officer:



SIGNATURE

2016-07-01

DATE

[UCA form updated 2016-01-06]

Figure 1: Organizational Chart Before Reorganization

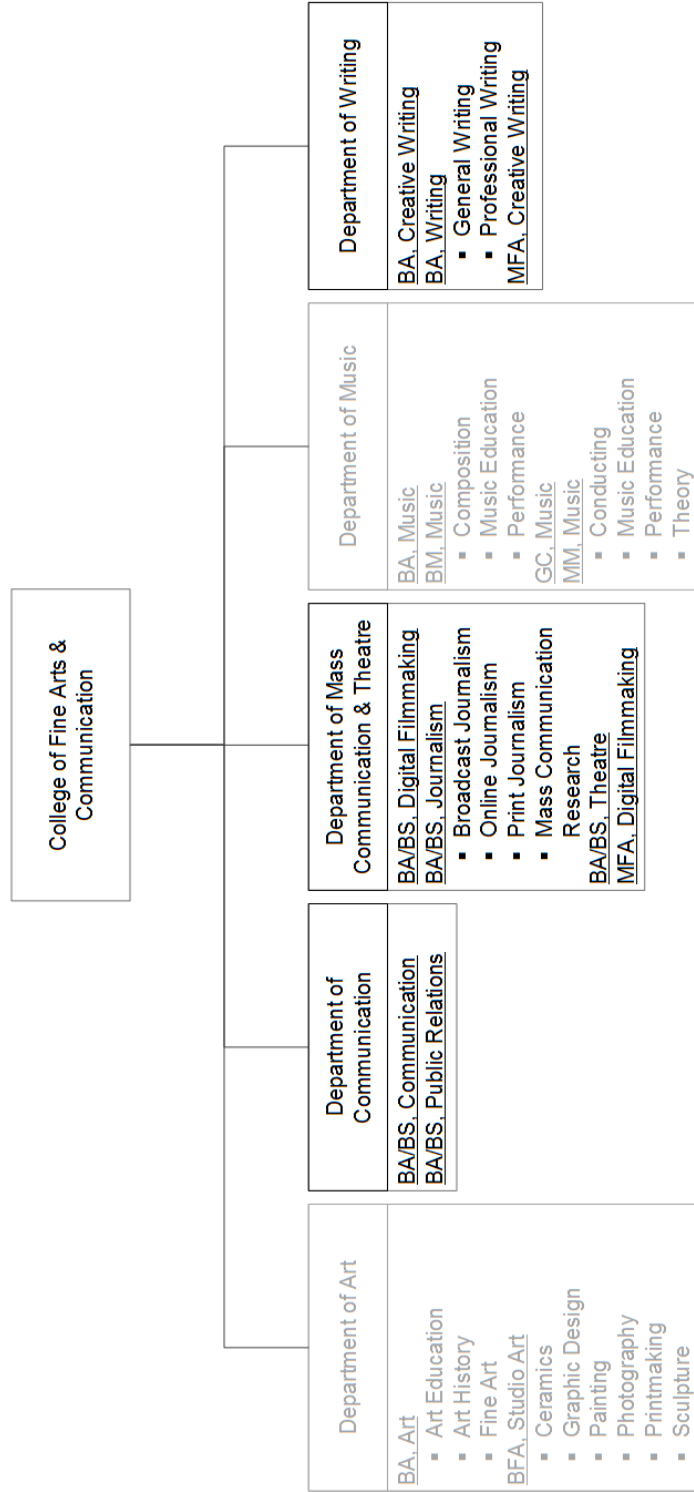
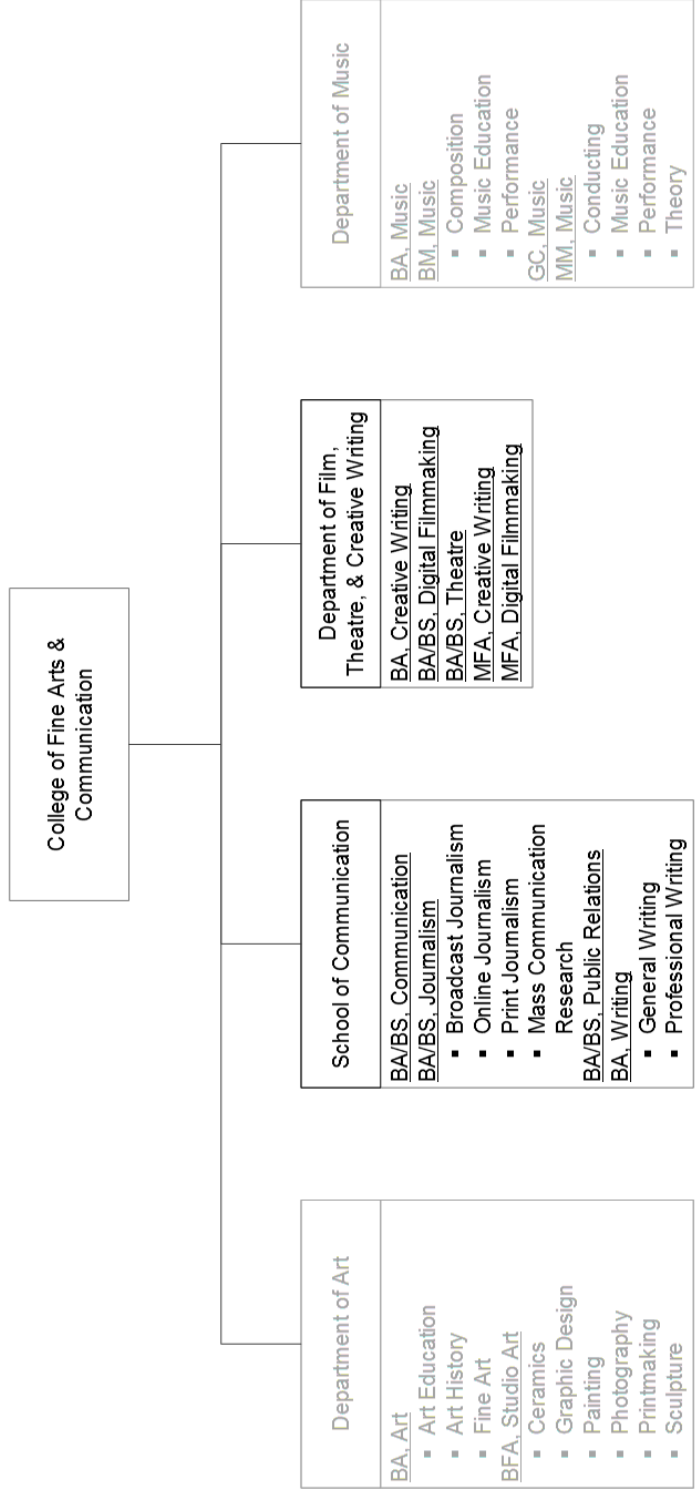


Figure 2: Organizational Chart After Reorganization



LETTER OF NOTIFICATION – 5

DELETION

(Certificate, Degree, Option, Minor, Organizational Unit)

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. Title of certificate, degree program, option, minor, or organizational unit

Department of Writing (department code: 2205)

6–7. N/A

8. Reason for deletion

This department is being eliminated in the reorganization of the College of Fine Arts and Communication presented in

9–12. N/A

13. Indicate the amount of funds available for reallocation.

\$80,110. See LON-7, item 9 (p. 2).

14. Provide additional program information if requested by ADHE staff.

If requested.