

**MEETING OF THE BOARD OF TRUSTEES
UNIVERSITY OF CENTRAL ARKANSAS
DECEMBER 6, 2024
10:00 A.M.**

**Ms. Amy Denton – Chair
Dr. Michael Stanton – Vice Chair
Mr. Jim Rankin, Jr. – Secretary
Mr. Curtis Barnett
Mr. Kelley Erstine
Dr. Terry Fiddler
Ms. Kay Hinkle**

I. CALL TO ORDER

II. ROLL CALL

III. MINUTES

IV. INTRODUCTIONS

- Miss UCA 2025 Tori Kiser

V. REPORTS

A. President’s Report

- Bear C.L.A.W.S. (Celebrating the Lofty Achievements of our Wonderful Students)

B. 2025 Board Meeting Dates

- February 21
- May 29
- August 8
- October 3
- December 5

C. Audit and Finance Committee Report

D. UCA Commitment Update

VI. COMMENTS ON ACTION AGENDA BY THE PRESIDENTS OF THE STUDENT GOVERNMENT ASSOCIATION, FACULTY SENATE AND STAFF SENATE

- **Mr. Phoenix Vu, Student Government Association President**
- **Dr. Brent Shires, Faculty Senate President**
- **Mr. Whit Ables, Staff Senate President**

VII. ACTION AGENDA

A. Resolution of Appreciation – Kay Hinkle

B. Contract Review Procedures – Board Policy No. 416

1. **Windstream Services LLC**
2. **The Edge at UCA AR LLC**

C. Property Acquisition – 2003/2005 Martin Street, Conway, Arkansas

D. October Revised Base Operating Budget

E. Certification of Sufficient Appropriations, Fund Balance, and Cash on Hand

F. Acceptance of Legislative Audit Report for Fiscal Year 2023

G. Board Elections

1. **2025 Officers**
2. **Strategic Planning Committee – election of one board member for 2025**
3. **Audit and Finance Committee – Board Policy No. 213 – election of one board member for 2025**
4. **Foundation Board – election of one board member for 2025**
5. **Diversity Advisory Committee – Board Policy No. 525 – election of one board member for 2025 and one community member for the 2025 and 2026 calendar years**

VIII. NOTIFICATIONS/DELETIONS

A. Notification: New Minor in The Economics and Insurance of Healthcare Administration

B. Notification: Change the CIP Code of the BA in Music

C. Notification: Change the Title of an Existing PhD Program to Change Leadership

IX. NEW BUSINESS

X. EXECUTIVE SESSION

XI. OPEN SESSION

XII. ADJOURNMENT

TABLE OF CONTENTS

ITEM	PAGE
Minutes	1
ACTION AGENDA	
A. Resolution of Appreciation – Kay Hinkle	2
B. Contract Review Procedures – Board Policy No. 416	4
1. Windstream Services LLC	
2. The Edge at UCA AR LLC	
C. Property Acquisition – 2003/2005 Martin Street, Conway, Arkansas	6
D. October Revised Base Operating Budget	7
E. Certification of Sufficient Appropriations, Fund Balances, and Cash on Hand	9
F. Acceptance of Legislative Audit Report for Fiscal Year 2023	11
G. Board Elections	12
1. 2025 Officers	
2. Strategic Planning Committee – election of one board member for 2025	
3. Audit and Finance Committee – Board Policy No. 213 – election of one board member for 2025	
4. Foundation Board – election of one board member for 2025	
5. Diversity Advisory Committee – Board Policy No. 525 – election of one board member for 2025 and one community member for the 2025 and 2026 calendar years	
NOTIFICATIONS/DELETIONS	
A. Notification: New Minor in The Economics and Insurance of Healthcare Administration	14
B. Notification: Change the CIP Code of the BA in Music	14
C. Notification: Change the Title of an Existing PhD Program to Change Leadership	14

III. MINUTES

Minutes of the October 4, 2024, board meeting, which can be found on UCA's website, were distributed to board members for review prior to the December 6, 2024, board meeting.

VII. ACTION AGENDA

A. Resolution of Appreciation – Kay Hinkle

RESOLUTION OF APPRECIATION

WHEREAS, Kay Hinkle of Conway, Arkansas, was appointed to the Board of Trustees of the University of Central Arkansas by the Governor of the State of Arkansas, Asa Hutchinson, in January 2018 for a term of seven years following two terms from 2004 to 2018; and

WHEREAS, Mrs. Hinkle graduated from the University of Central Arkansas (then State College of Arkansas) in 1970; and

WHEREAS, Mrs. Hinkle served as chair of the Board of Trustees in 2021 during the second year of the worldwide novel coronavirus pandemic; and

WHEREAS, during her term as chair of the Board, the university made significant progress by (a) completing the construction of the Integrated Health Sciences Building, (b) beginning the renovation of the Doyne Health Sciences Center, (c) launching the public phase of the comprehensive capital campaign UCA Now: Impact Arkansas and Beyond, (d) dedicating the Ronnie Williams Student Center, (e) conducting the topping out ceremony for the Windgate Center for Fine and Performing Arts, (f) adopting a new university Strategic Plan, and (g) approving renovation of the new Student Success Center and Veterans Resource Center, Schichtl Studio Arts Building, and Snow Fine Arts Building; and

WHEREAS, during her time on the Board of Trustees, Mrs. Hinkle served with honor and attended many university events and functions, and the university achieved important accomplishments, including: (a) completing construction of the Dave Ward Drive pedestrian bridge overpass, Greek Village Phase II, and the Windgate Center for Fine and Performing Arts, (b) completing renovation of Hughes Hall, Conway Hall, Doyne Health Science Building, the Student Success and Veterans Resource Center, McAlister Hall, Schichtl Studio Arts Building, and Snow Fine Arts Center, (c) announcing and implementing UCA Commitment initiative, (d) announcing the UCA Aviation Academy, (e) receiving the largest grant in university history, the \$30 million GEAR Up grant, (f) completing a successful search for provost and executive vice president, and (g) concluding the comprehensive capital campaign UCA Now: Impact Arkansas and Beyond one year early and above goal.

NOW THEREFORE BE IT RESOLVED, that the Board of Trustees of the University of Central Arkansas does hereby extend its sincere appreciation and gratitude to Kay Hinkle for her service as a member of the Board of Trustees; and

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

Amy Denton
Chair

Jim Rankin, Jr.
Secretary

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 \$500,000.

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

1. Windstream Services LLC
2. The Edge at UCA AR LLC

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 and on the following page.”

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

Contract exceeds \$500,000

1. Vendor/Party: Windstream Services LLC

Amount: Approximately \$40,000 per month.

Summary of Contract Information: This is a renewal of our Windstream contract which provides VOIP telecommunication services to campus.

Term: October 2024 to October 2026 or 2027 (TBD).

2. Vendor/Party: The Edge at UCA AR LLC

Amount: Approximately \$3,800,000 (if option for 2026-2027 is exercised).

Summary of Contract Information: The university is leasing 96 beds from The Edge apartments for the 2024-2025 academic year. This agreement is to authorize the university to lease approximately 240 beds for upper-class student housing during the 2025-2026 academic year at The Edge apartments. The agreement also includes a university option to lease beds for the 2026-2027 academic year.

Term: August 2025 to May 2026. The university has an option to extend the contract to 2026-2027.

VII. ACTION AGENDA

C. Property Acquisition – 2003/2005 Martin Street, Conway, Arkansas

Kristin Jones owns the duplex located at 2003/2005 Martin Street, which is on the corner of Martin Street and Elizabeth Street. The structure was built in the 1940s and is approximately 1,408 square feet.

This property is in a prime location on Martin Street. It is on the northeast corner of the block where the Student Success and Veterans Resource Center is located. The university owns all the property adjacent to the duplex. The duplex initially will be used for housing or office space.

The university has a tentative agreement with the owner to purchase the property for \$240,000. The closing of the proposed acquisition is conditioned upon obtaining a valid warranty deed and 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 Kristin Jones, for the sale and purchase of a house with a street address of 2003/2005 Martin Street, Conway, Arkansas, 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.”

VII. ACTION AGENDA

D. October Revised Base Operating Budget

This agenda item revises the FY 2024-25 original base operating budget approved at the May 21, 2024, meeting of the Board of Trustees. The October revised budget includes all permanent adjustments made through October 31, 2024. The total budget increased \$141,852.

Revenue budget increased by \$141,852

The increase of \$141,852 is from the Education Excellence Trust Fund (EETF).

Expense budget increased by \$141,852

The additional funding combined with reallocation within the budget is sufficient to allow for the necessary increases in Salaries and Benefits. The changes support necessary position upgrades in critical areas and the increase in hourly wages.

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

“BE IT RESOLVED: That the Board of Trustees approves the FY 2024-25 October Revised Base Operating Budget in the amount of \$201,240,769.”

University of Central Arkansas
October Revised FY25
October Revised FY25 Compared to Original

		FY25 July Original	FY25 October Revised	Dollar Change	% Change	% of Budget
1	Tuition & Fees	85,944,240	85,944,240	-	0.00%	42.71%
2	State Appropriations	63,409,229	63,551,081	141,852	0.22%	31.58%
3	Sales & Services	381,215	381,215	-	0.00%	0.19%
4	Organized Activities	171,699	171,699	-	0.00%	0.09%
5	Grants & Contracts	115,000	115,000	-	0.00%	0.06%
6	Other Sources	3,750,195	3,750,195	-	0.00%	1.86%
7	Total E&G Revenue	153,771,578	153,913,430	141,852	0.09%	76.48%
8	Auxiliary Income	47,327,339	47,327,339	0	0.00%	23.52%
9	Total Income	201,098,917	201,240,769	141,852	0.07%	100.00%
10	Salaries & Wages	86,114,105	86,430,836	316,731	0.37%	42.96%
11	Benefits	26,448,327	26,542,001	93,674	0.35%	13.19%
12	M&O	34,411,733	34,398,941	(12,792)	-0.04%	17.09%
13	Scholarships & Waivers	29,766,736	29,766,736	-	0.00%	14.79%
14	Purchased Utilities	5,639,557	5,619,057	(20,500)	-0.36%	2.79%
15	Debt Service	15,885,420	15,885,420	-	0.00%	7.89%
16	Transfers	2,833,039	2,597,778	(235,261)	-8.30%	1.29%
17	Total Expenditures	201,098,917	201,240,769	141,852	0.07%	100.00%

VII. ACTION AGENDA

E. Certification of Sufficient Appropriations, Fund Balances, and Cash on Hand

In accordance with State Accounting and Budgetary Procedures law, the Board of Trustees is required to annually certify that the university will not incur any obligations without having sufficient appropriations, fund balances, and cash on hand available during the fiscal year for the payment of the obligations when they become due.

Therefore, the president recommends to the Board of Trustees that this certification be approved and submitted to the chief financial officer of the State of Arkansas as required by Arkansas law.

“BE IT RESOLVED: That the Board of Trustees approves the following certification and will continue to monitor the obligations of the university to ensure that sufficient appropriations, fund balances, and cash on hand are available to pay all future obligations of the institution when obligations become due.”

**CERTIFICATION OF SUFFICIENT
APPROPRIATIONS, FUND BALANCES, AND CASH ON HAND
TO MEET OBLIGATIONS FOR
UNIVERSITY OF CENTRAL ARKANSAS**

I am aware that the State Accounting and Budgetary Procedures law mandates that in no event shall any obligations be incurred by an institution of higher education unless sufficient appropriations and funds are available, or will become available, during the fiscal year for the payment of the obligations when they become due.

I understand that appropriations authorized by the General Assembly and fund balances shall be monitored by the Board of Trustees and the president of this institution to ensure that resources are available, or will become available, to pay the obligations of this institution and that no obligations are incurred that exceed available appropriations and funds.

Therefore, I certify that as of December 31, 2024, I have verified that sufficient appropriations and funds are available, or will become available, to pay the obligations of this institution of higher education and all other current obligations to be paid from the appropriations and the funds. The number of days of cash on hand as of June 30, 2024, is 154.5.

I also certify that obligations of this institution of higher education shall continue to be monitored to ensure that sufficient appropriations and fund balances are available, or will become available, to pay all future obligations of the institution when such obligations become due.

Amy Denton, Chair
University of Central Arkansas Board of Trustees

Date

Houston D. Davis, President
University of Central Arkansas

Date

VII. ACTION AGENDA

F. Acceptance of Legislative Audit Report for Fiscal Year 2023

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

There were no audit report findings for fiscal year 2023. The audit was provided to management and was submitted for the board's review prior to the December 6, 2024, meeting.

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

“BE IT RESOLVED: That the Board of Trustees accepts the audit report for fiscal year 2023 as prepared by the Arkansas Division of Legislative Audit.”

VII. ACTION AGENDA

G. Board Elections

1. 2025 Officers

2. Strategic Planning Committee – (election of one board member for 2025)

The Strategic Planning Committee’s membership requires one trustee be elected by the board to serve a one-year term on the committee.

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

“BE IT RESOLVED: That _____ is hereby appointed to serve on the Strategic Planning Committee through December 2025.”

3. Audit and Finance Committee - Board Policy No. 213 (election of one board member for 2025)

Board Policy No. 213 established an Audit and Finance Committee of the Board of Trustees.

The Audit and Finance Committee is composed of three members of the board. Under the board policy, the UCA Office of Internal Audit reports directly to the Audit and Finance Committee, and then to the UCA Board of Trustees.

Pursuant to Board Policy No. 213, the Board of Trustees is to select one board member to serve a one-year term on the Audit and Finance Committee.

The other appointments to the Audit and Finance Committee are (a) the board appointment made in January of the applicable year by the Governor of the State of Arkansas to a seven-year term on the Board of Trustees and such person shall serve a two-year term on the Audit and Finance Committee and (b) the continuing member from the prior year.

Currently, Kelley Erstine is serving because of his January 2024 appointment to the board and will continue through 2025; Jim Rankin, Jr. is the chair of the Audit and Finance Committee and is serving his second year; and Michael Stanton was elected as the board’s appointee for 2024.

The policy also provides that any elections by the Board of Trustees shall occur at the last board meeting of each calendar year with such persons taking office on the first day of the following calendar year.

It is necessary for the board to select one of its members to serve on the Audit and Finance Committee for 2025. The other two members of the Audit and Finance Committee for 2025 will be (a) Kelley Erstine, who will serve a second year and (b) the trustee appointed by the Governor of Arkansas in January 2025 for a seven-year term.

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

“BE IT RESOLVED: That _____ is hereby elected to serve as a member of the Audit and Finance Committee for calendar year 2025.”

4. Foundation Board – (election of one board member for 2025)

The University of Central Arkansas Foundation, Inc. bylaws require one trustee be designated by the board to serve a one-year term on the Foundation’s Board of Directors.

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

“BE IT RESOLVED: That the Board of Trustees hereby appoints _____ to serve on the UCA Foundation Board of Directors through December 2025.”

5. Diversity Advisory Committee – Board Policy No. 525 – (election of one board member for 2025 and one community member for the 2025 and 2026 calendar years)

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.

Jim Rankin, Jr. and Shawanna Rodgers are the members whose appointments have expired, so the board must make two appointments at this time. Jim Rankin, Jr. was appointed in 2023 to a one-year term as the member of the board, and Shawanna Rodgers was appointed in 2022 to serve a two-year term. Robin Williamson was appointed in 2023 to serve a two-year term that does not expire until 2025.

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

“BE IT RESOLVED: That _____, a member of the Board of Trustees, is hereby appointed to serve for a one-year term and that _____ is hereby appointed to serve for a two-year term (2025 and 2026 calendar years) on the Diversity Advisory Committee.”

VIII. NOTIFICATIONS/DELETIONS

A. **Notification: New Minor in The Economics and Insurance of Healthcare Administration**

UCA proposes a new minor in The Economics and Insurance of Healthcare Administration. This minor complements the BS in Healthcare Administration. In the Healthcare Administration major, students have the option to take a business minor. However, the current business minors require students to complete some courses that are not relevant to Healthcare Administration. This new minor consists of 18 credit hours of existing business courses in economics and insurance specifically tailored to students going into Healthcare Administration. As a result, students will learn the tools that enable individuals, healthcare providers, insurance companies, and governments to make good decisions concerning the provision and allocation of healthcare resources. Students will also learn how the market's participants use insurance to mitigate their risk.

B. **Notification: Change the CIP Code of the BA in Music**

UCA proposes to change the CIP Code for the BA in Music from 50.0901 (Music, General) to 50.0903 (Music Performance, General). The new CIP Code identifies a program "that generally prepares individuals to master musical instruments and performing art as solo and/or ensemble performers. Includes instruction on one or more specific instruments from various instrumental groupings." The BA in Music curriculum includes courses in harmony, ear training, piano, and recital. Students are required to complete eight credit hours of instruction in a musical instrument and eight credit hours of large ensemble coursework. The BA in Music also shares a substantial portion (over half) of its curriculum with the BM in Music, which has the 50.0903 CIP Code. Although the BA and BM provide different career pathways for students, they are complementary and should be considered cognate programs.

C. **Notification: Change the Title of an Existing PhD Program to Change Leadership**

UCA proposes to change the title of the PhD in Leadership for Equity and Inclusion to the PhD in Change Leadership. The new title better reflects the current mission, objectives, and curriculum of the program.