

The Board of Trustees of the University of Central Arkansas convened in regular meeting Friday, December 12, 2003, at 1:00 p.m. in the Fireplace Room in McCastlain Hall with the following officers and members present:

Chair:	Mr. Kelley Erstine
Vice Chair:	Mr. Scott Roussel
Secretary:	Dr. Michael Stanton
	Mr. Rush Harding
	Mr. Randy Sims
	Mr. Dalda Womack

with the following absent:

Mrs. Patricia Bassett

constituting a quorum of said Board, at which meeting the following business was transacted:

### MINUTES

Minutes of the October 3, 2003, Board meeting were unanimously approved as circulated upon motion by Mr. Sims with a second by Mr. Roussel.

### ANNOUNCEMENTS

Mr. Erstine announced his resignation from the Board of Trustees effective immediately to accept the position of UCA's Vice President for Development and Alumni Services effective January 12, 2004.

Mr. Erstine stated that, other than his faith and his family, the UCA family has always been his first love since 1975 when he first came to campus, and that he still has that loyalty and love for the institution today. Mr. Erstine further stated that he is indebted to Governor Huckabee for appointing him to the Board of Trustees and he publicly thanked Governor Huckabee for giving him the privilege of serving on the Board. Mr. Erstine expressed his appreciation to Board members and complimented them on their willingness to volunteer their services to UCA and the State of Arkansas.

Mr. Erstine also expressed his appreciation to President Hardin for having confidence in him and giving him the opportunity to serve as vice president. Mr. Erstine further stated that he thinks UCA's future is bright and is looking forward to working with the staff of development and alumni services.

Mr. Erstine passed the gavel to Mr. Roussel who will serve as chair of the Board effective immediately. Also, effective immediately, Dr. Stanton will serve as vice chair, and Mrs. Bassett as secretary.

**The following resolution was read by President Hardin and adopted unanimously upon motion by Mr. Harding with a second by Dr. Stanton:**

RESOLUTION

WHEREAS, Kelley Erstine has had a long, distinguished career in which he has served not only the University of Central Arkansas, but the entire state by his loyal service to the Insurance Agents of Arkansas; and

WHEREAS, his service to the University of Central Arkansas has been diversified, beginning as President of the Student Government Association, a leader in the Sigma Tau Gamma Fraternity; and

WHEREAS, Kelley Erstine was one of the first development officers in the history of the University of Central Arkansas; and

WHEREAS, for three years he has served on the Board of Trustees, leaving as chairman; and

WHEREAS, Kelley Erstine's in-depth knowledge of process has been invaluable to the seamless transition of the Board; and

WHEREAS, in that role his knowledge of the University of Central Arkansas has been critical to both the Board of Trustees as well as President Hardin; and

WHEREAS, Kelley Erstine has provided dedicated service to the University of Central Arkansas Board of Trustees through his meticulous planning of Board meeting logistics and final preparations of the Board of Trustees agenda books; and

WHEREAS, presidents, trustees, and vice-presidents have relied on Kelley Erstine's institutional memory and knowledge to retrieve actions by the UCA board when needed; and

WHEREAS, as a result of his committed service, all connected to the University of Central Arkansas have benefited;

NOW, THEREFORE, BE IT RESOLVED that the University of Central Arkansas extends its deepest appreciation to Kelley Erstine for his years of exemplary service to the Board of Trustees and that Kelley Erstine is hereby recognized for his years of outstanding service to the faculty, staff, students and friends of the University.

Adopted this 12th day of December 2003  
in Conway, Arkansas

Witness our hands and seal this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Scott Roussel, Chair

\_\_\_\_\_  
Patricia Bassett, Secretary

## PRESIDENT'S REPORT

President Hardin gave an update on enrollment and housing and reported on what is need to accommodate additional students. Discussion followed, during which President Hardin responded to questions from Board members.

## ACTION AGENDA

**Life Insurance and Long-Term Disability Insurance Renewal** - The university provides life and disability insurance for employees, life insurance for eligible retirees and provides both employees and retirees with the opportunity to purchase additional life insurance based on their salaries.

The coverage is somewhat unique in that extensive life insurance coverage is available to retirees. As the cost of retiree life insurance progressively increased, in 1999 the university established closed-class groups to "grandfather" coverage for then-current retirees and long-term employees and to reduce future retiree life insurance liability.

The university has offered life and disability benefits through Metropolitan Life (MetLife) for three years. In response to a formal request for proposals, the university received a renewal proposal from MetLife and proposals from three other insurers.

After review of the proposals and pricing, the UCA Fringe Benefits Committee has recommended continuation of the coverage through MetLife. With the renewal, pricing for basic retiree life insurance and employee disability insurance will increase. However, the changes are limited and the renewal provides a rate guarantee of three years on the life insurance and two years on the disability insurance and expands basic life insurance coverage for employees earning less than \$25,000. Further, the number of participants in the most expensive closed-class retiree groups will continue to decline and the associated premiums will decrease.

Following discussion, during which Steve Wood, Assistant Vice President for Human Resources, responded to questions from Board members, the following resolution, with the recommendation of the Fringe Benefits Committee, was unanimously adopted upon motion by Mr. Sims with a second by Dr. Stanton:

**"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE PRESIDENT TO RENEW THE GROUP LIFE INSURANCE AND LONG-TERM DISABILITY INSURANCE CONTRACTS WITH METROPOLITAN LIFE INSURANCE COMPANY FOR THE PERIOD FROM JANUARY 1, 2004, THROUGH DECEMBER 31, 2004."**

**Smoking and Tobacco Use Policy (Board Policy No. 414)** - This item was pulled from the agenda to allow the Student Government Association to complete a survey before this policy is presented to the Board for consideration.

**Property Acquisition - Torreyson Place Apartments** - The university, in an effort to meet the need for additional student housing, searched for property close to the campus to purchase. Roger and Kathy Price, owners of Torreyson Place Apartments, LLC, agreed to sell their property and the university will prepare an offer and acceptance agreement, subject to the State of Arkansas and UCA Board of Trustees approval.

The Torreyson Place Apartment complex is located on Torreyson Street behind Oak Tree Apartments which the university purchased in July 2002. The university will obtain an appraisal that supports the negotiated purchase price. The property contains two (2) one-bedroom and twelve (12) two-bedroom apartments. The apartments are scheduled to be completed in late December 2003.

These units are expected to house 52 students in the fall and spring terms. The university will fund the purchase internally with the housing department amortizing the purchase over ten years.

Following discussion, during which President Hardin and Paul McLendon, Vice President for Financial Services, responded to questions from Board members, the following resolution was unanimously adopted upon motion by Mr. Harding with a second by Mr. Sims:

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO PURCHASE TORREYSON PLACE APARTMENTS ON TORREYSON STREET CURRENTLY OWNED BY ROGER AND KATHY PRICE. THE PROPERTY WILL BE PURCHASED UTILIZING THE UNIVERSITY’S FUND BALANCE RESERVE AND THE HOUSING DEPARTMENT WILL PAY BACK THE RESERVE FUND OVER A TEN-YEAR PERIOD.”**

**Student Housing - New Residence Hall** - In October 2000 the Board of Trustees gave approval for the university to develop planning and cost estimates for the construction of a new residence hall and to prepare an economic feasibility study for consideration of the Arkansas Department of Higher Education for issuance of \$10,000,000 in bonds. In February 2001 the Board of Trustees also approved the taking of proposals from private developers for the development of a student housing complex.

In the fall of 2000 there were 2,079 students living in campus housing as compared to the current total of 3,236.

The need is especially great in providing on-campus housing for freshmen, where the class size has increased from approximately 1,700 (fall 2000) to 2,300 (fall 2003). This group of students

as well as their parents see a need for the protection and security that can be provided in a typical residence hall setting. The administration believes that this hall should be the first priority in meeting current university housing needs.

The administration is requesting that the Board of Trustees reconfirm their support for the selection of an architect to develop plans and cost estimates for construction of a new residence hall and to request approval from the Arkansas Department of Higher Education for an economic feasibility report for the issuance of up to \$10,000,000 in bonds. The residence hall is expected to house approximately 350 students.

Following lengthy discussion, the following resolution was unanimously adopted upon motion by Mr. Sims with a second by Mr. Harding:

**“BE IT RESOLVED: THAT THE PRESIDENT IS AUTHORIZED TO SELECT AN ARCHITECT TO DEVELOP PLANS AND COST ESTIMATES FOR THE CONSTRUCTION OF A RESIDENCE HALL AND TO SEEK APPROVAL FROM THE ARKANSAS DEPARTMENT OF HIGHER EDUCATION FOR THE ISSUANCE OF UP TO \$10,000,000 IN BONDS TO COMPLETE THIS PROJECT.”**

**Resolution for ARAMARK** - President Hardin presented the following resolution which expresses appreciation to ARAMARK for the excellent job of food preparation and presentation for the recent meeting of the Arkansas Higher Education Coordinating Board on the UCA campus. **The resolution was adopted unanimously upon motion by Dr. Stanton with a second by Mr. Womack.**

RESOLUTION

WHEREAS, the Coordinating Board of the Department of Higher Education meets four times a year at a university or college in the state; and

WHEREAS, ARAMARK partners with the University of Central Arkansas to create and sustain an environment consistent with the university's individual mission and goals; and

WHEREAS, ARAMARK responded most admirably when called upon to provide a Caribbean theme presentation for the October 24 meeting of the Coordinating Board on the UCA campus that required supreme culinary expertise; and

WHEREAS, ARAMARK provided exquisite culinary innovations for the evening that led to the ultimate dining experience and capped off a productive meeting of the Board on the UCA campus;

NOW, THEREFORE, BE IT RESOLVED that the University of Central Arkansas extends its deepest appreciation to ARAMARK for its outstanding work in helping to make the affair a very memorable evening.

Witness our hands and seal this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Scott Roussel, Chair

\_\_\_\_\_  
Patricia Bassett, Secretary

## EXECUTIVE SESSION

Executive session, for the purpose of considering and discussing personnel matters, was unanimously declared upon motion by Mr. Harding with a second by Mr. Sims.

## OPEN SESSION

Open session was unanimously declared upon motion by Mr. Harding with a second by Dr. Stanton.

The following resolution was unanimously adopted upon motion by Mr. Harding with a second by Dr. Stanton:

**“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING ADJUSTMENTS, APPOINTMENTS, APPOINTMENTS FROM GRANTS, AND RESIGNATIONS AND/OR NON-REAPPOINTMENTS, PROVIDED HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE.”**

### ADJUSTMENTS:

Patricia Cantrell, College of Business Dean’s Office, change from Interim Dean/Associate Professor to Dean/Associate Professor, change salary, effective September 29, 2003.

Tom Courtway, President’s Office, Attorney, temporarily change salary for three months, effective November 1, 2003.

David Dennis, Intramural Sports and Recreation/HPER Facilities, Director, change salary, effective November 1, 2003.

Abbie Douglas, Graduate School, change title from Administrative Assistant to Project Coordinator, change salary, change from classified to non-classified effective October 1, 2003.

Mary Kay Dunaway, Financial Services, Associate Controller, change salary, effective October 1, 2003.

Wendy Holbrook, Minority Student Services, Director/Associate Dean of Students, change salary, effective November 1, 2003.

Lori Hudspeth, Provost, change from Program Coordinator to Project Coordinator, change salary, change from classified to non-classified, effective October 1, 2003.

Larry James, University Police, Director, change salary, effective November 1, 2003.

Shannon Parker, International Programs, Project Coordinator, change salary, effective October 1, 2003.

Michael Rubach, Marketing and Management, change title from Professor to Interim Department Chair/Professor, change salary, effective October 1, 2003.

Glenn Stacks, University Police, Associate for Administration, change salary, effective November 1, 2003.

Terry Starnes, Physical Plant, change title from Maintenance Coordinator to Asst. Director/Dir. Environmental Health & Safety, change salary, effective November 1, 2003.

Bobby Tucker, Physical Plant, change title from Skilled Trades Worker to Interim Grounds Manager/Project Coordinator, change salary, change from classified to non-classified, effective November 1, 2003.

Mellisa Zakrzewski, Athletics, change title from Cheerleading Sponsor/Marketing Assistant to Cheerleading/Dance Sponsor, Marketing Assistant, change salary, effective October 1, 2003.

**APPOINTMENTS:**

Shaneil Fuller, Academic Outreach, Professional Development Coordinator, effective October 27, 2003.

Linda Narisi, KPED, Instructor, effective November 1, 2003, non-tenure track.

**APPOINTMENTS FROM GRANTS:**

Nancy Burris, Upward Bound Grant, Director, effective October 13, 2003, non-tenure track.

**RESIGNATIONS AND/OR NON-REAPPOINTMENTS:**

Raymond Hall, Humanities & World Cultures Institute  
Amy Richardson, KPED

December 12, 2003  
October 31, 2003

**ADDENDUM:**

**ADJUSTMENTS:**

Julia Winden Fey, Undergraduate Studies, Associate Dean, change salary due to completion of doctorate, effective January 1, 2004.

Billie Hill, Academic Outreach & Extended Programs, Project Coordinator, change salary, effective December 1, 2003.

Julia Robison, Student Financial Services, Project Coordinator, change salary, effective December 1, 2003.

**APPOINTMENTS:**

Wendy Dodge, World Languages, Instructor, effective January 1, 2004 through May 14, 2004, non-tenure track.

Kelley Erstine, Institutional Advancement, Vice-President for Development, effective January 12, 2004.

Jay Robbins, Marketing & Management, Instructor, effective January 1, 2004 through May 14, 2004, non-tenure track.

**RESIGNATIONS AND/OR NON-REAPPOINTMENTS:**

Barbara Biljan, Library	April 30, 2004
Reta Zabel, Physical Therapy	December 31, 2003

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned upon motion by Mr. Sims with a second by Mr. Harding.

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Mr. Scott Roussel, Chair

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Mrs. Patricia Bassett, Secretary