

The Board of Trustees of the University of Central Arkansas convened in regular meeting Friday, February 18, 2005, at 2:00 p.m. in the Fireplace Room in McCastlain Hall with the following officers and members present:

Chair: Dr. Michael Stanton  
Vice Chair: Mrs. Patricia Bassett  
Dr. Conrad Garner  
Mr. Rush Harding  
Mr. Scott Roussel  
Mr. Randy Sims

with the following absent:

Secretary: Mrs. Kay Hinkle

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

### **MINUTES**

\_\_\_\_\_ Minutes of the December 10, 2004, Board meeting were unanimously approved as circulated upon motion by Mr. Roussel with a second by Mrs. Bassett. (Note: Mr. Harding had not yet arrived and was not present for this vote.)

### **INTRODUCTIONS AND ANNOUNCEMENTS**

\_\_\_\_\_ President Hardin announced that he is very pleased that Randy Sims has been reappointed to the Board of Trustees for another seven-year term.

President Hardin introduced Lisa Hickey who served as president from 9:00 a.m. until 12:00 p.m. today while participating in the "Trading Places" program sponsored by the Association of Future Alumni. President Hardin attended Lisa's morning classes. Other administrators, faculty and students who participated in the program were asked to stand.

President Hardin announced that Sugar Bear guard Traci Graham has been named to the *ESPN The Magazine* Academic All-District VI College Division team.

President Hardin also announced that former Sugar Bears player Terri Conder Johnson will be inducted in the Arkansas Sports Hall of Fame at a banquet at the State House Convention Center.

At President Hardin's request, Dean Maurice Lee announced that UCA hosted a "Teaching India in the Classroom" workshop this week. Author Bharati Mukherjee served as guest speaker. Dr. Lee presented autographed copies of Ms. Mukherjee's book *Jasmine* to members of the Board.

President Hardin stated that UCA has presented speakers who would usually appear at much larger institutions, i.e., Michael Moore and Anne Coulter. UCA's next famous speaker will be John Heder, star of the movie *Napoleon Dynamite*. Mr. Heder will appear at 6:00 and 8:00 p.m. Monday, March 21, in Reynolds Performance Hall.

## **PRESIDENT'S REPORT**

\_\_\_\_\_The legislative session is going well. President Hardin, Tom Courtway and Jeff Pitchford are at the Capitol daily and are watching a few bills very closely.

The women's basketball team has a two-game lead making them number one in the Gulf South Conference. The men's team is one game out of first place.

The Concert Choir recently gave outstanding performances at Disney Hall and Brentwood Presbyterian Church in Los Angeles. President and Mrs. Hardin, Dr. Stanton, and Kelley Erstine attended. Dr. Stanton's son and Mr. Erstine's daughter are members of the choir.

Sid Saleson of the Hilton hotel organization missed the deadline for submitting a \$400,000 lease payment to build a Hilton Garden Inn on campus. President Hardin stated that several developers are interested in moving forward with this project and that he will keep the Board informed about negotiations.

UCA is getting excellent technology press by being featured in several hi-tech national magazines because of its third-party hosting and laptop program. President Hardin stated that UCA's new branding campaign, which has three television ads running at the present time, is centered around excellence in technology. Two additional ads, one featuring the choir and one featuring *Napoleon Dynamite*, will be added next week.

At Mr. Roussel's request, President Hardin gave the following brief update on construction projects:

Wingo Hall - construction is back on track and progressing nicely;

New Residence Hall - construction is ahead of schedule;

Indoor Athletic Facility - construction is two months behind but should be completed in 30 to 40 days; and

Fountain - dedication should take place July 1.

## **STATEMENTS BY THE FACULTY SENATE, STUDENT GOVERNMENT ASSOCIATION AND THE STAFF SENATE**

\_\_\_\_\_Copies of statements by the presidents of the Faculty Senate, Sondra Gordy; Student Government Association, Chris Walter; and the Staff Senate, Brent Passmore. Mr. Passmore's statement was presented by vice president Bobby Tucker.

## **ACTION AGENDA**

\_\_\_\_\_ **Reimbursement of Expenses for Official Board Duties** - Act 250 of 1997 provides that boards and commissions may, during their first regularly scheduled meeting of each calendar year, authorize expense reimbursement for each board member for performing official board duties. The Act states that the expense reimbursement must not exceed the rate established for state employees for state travel regulations. The Act covers expense reimbursement for all board functions. This action is consistent with Board Policy No. 211.

The following resolution was unanimously adopted upon motion by Mr. Sims with a second by Mrs. Bassett. (Note: Mr. Harding had not yet arrived and was not present for this vote.)

**"BE IT RESOLVED: That the Board of Trustees approves the following statement concerning reimbursement of expenses for official board duties for 2005:**

**The UCA Board of Trustees authorizes reimbursement of expenses for each of its board members for performance of official board duties, to include attendance at board meetings, fulfillment of board training requirements, and any other official board duties. The expense reimbursement authorized herein must not exceed the rate established for state employees for state travel regulations, including special travel authorization. The board also authorizes the president to approve the reimbursement of travel expenses of board members that are in conformance with this policy."**

**Certification of Sufficient Appropriations and Fund Balances** - 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 the university having sufficient appropriations and funds available, or that will become available, during the fiscal year for the payment of the obligations when they become due.

The December 2004 financial report is to be used by the Board of Trustees to determine that sufficient appropriations and funds are available, or will become available. This report does indicate that the university meets the standard as set by state law.

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.

The following resolution was unanimously adopted upon motion by Dr. Garner with a second by Mr. Roussel. (Note: Mr. Harding had not yet arrived and was not present for this vote.)

**"BE IT RESOLVED: That the Board of Trustees has reviewed the December 2004 Financial Report and will continue to monitor the obligations of the university to insure 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."**

**Legislative Audit Report** - 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.

The audit report findings for 2003-04 are based on a review of the university information and technology services management. This was the first year that Legislative Audit has prepared a review of information and technology software and equipment used to maintain the university's accounting system.

### **AUDIT FINDINGS**

1. There was no electrical power backup system available for data center operations, resulting in inadequate Data Center environmental controls.
2. The disaster recovery plan appears to be inadequate. Backup files are not rotated to an off-site tape storage facility frequently enough.

### **RESPONSE**

1. The university is investigating various options to implement an electrical power backup system.
2. The disaster recover plan is being modified to include:
  - a. Identification of critical applications that must be restored.
  - b. Identification of software and data file backups needed to restore these applications.
  - c. Identification of an alternate processing site should it be needed.
  - d. Backup of all data on a weekly basis.

The following resolution was unanimously adopted upon motion by Mr. Roussel with a second by Mr. Sims. (Note: Mr. Harding had not yet arrived and was not present for this vote.)

**"BE IT RESOLVED: That the Board of Trustees has reviewed and accepts the audit report for the fiscal year 2004 as prepared by the Arkansas Legislative Audit Division."**

NOTE: Rush Harding arrived at this point in the meeting.

**Food Service Contract for 2005-06 (Board Policy No. 633)** - The university received various food services proposals on January 6, 2005. As a result of an analysis of these proposals, the administration recommends a new food service contract with ARAMARK, Inc. for the 2005-06 contract year. The proposed contract provides for rate increases of 1.9 - 3.3% for the meal plans for fall, spring and summer sessions in 2005-06. The increase for the year is to cover catering upgrades, remodeling of concession stands and to provide new meal plans requested by the SGA and RHA to offer maximum flexibility with the meal plan options to include the ability to eat anywhere on campus and to have the ability to take guests to any on-campus locations, referred to as block meal plans.

The administration also recommends continuation of the contract with ARAMARK, Inc. for the operation of its food court in the Student Center and snack bar in Burdick Business Administration Building. ARAMARK, Inc. will change the royalty schedule for gross sales as indicated in the following policy.

The university currently grants to ARAMARK, Inc. the exclusive right to operate the concessions in Estes Stadium, Farris Center, and at Farris Field. It is recommended that this contract be extended from June 1, 2005, through May 31, 2006, with payment to the university of 15% for football events and 12% for non-football events, an increase from the 2004-05 contract. The rates for 2005-06 are shown in the following policy.

Following lengthy discussion, the following resolution as an amendment to Board Policy No. 633, "Food Service Contract," was unanimously adopted upon motion by Mr. Sims with a second by Dr. Garner:

**"BE IT RESOLVED: That the Board of Trustees authorizes the administration to sign a one-year contract with ARAMARK, Inc., with rates as shown, thereby amending Board Policy No. 633, 'Food Service Contract.'**

**BE IT FURTHER RESOLVED: That the administration is authorized to sign a one-year contract with ARAMARK, Inc., for the operation of the food court in the student center and snack bar in Burdick Business Administration building, providing that ARAMARK, Inc., will pay the university the royalty rates as identified in the following policy for sales in the various operations for the period of June 1, 2005 through May 31, 2006. Additionally, the administration is authorized to sign a similar contract with ARAMARK, Inc., for the operation of the athletic concessions at Estes Stadium, the Farris Center, and Farris Fields for the period beginning June 1, 2005 through May 31, 2006, providing ARAMARK, Inc., will pay the university royalties of gross sales as outlined in the following policy."**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 633  
Subject: Food Service Contract

Date Adopted: 3/94 Revised: Passim (most recent 2/05)

The following rates under the food service contract with ARAMARK, Inc., are approved for the 2005-06 contract year. UCA will receive the commission listed below on the sales.

TERM	MEAL PLAN*	2004-2005	2005-2006	INCREASE
		RATES	RATES	%
		PER DAY	PER DAY	
Fall & Spring	Unlimited**	\$6.08	\$6.29	3.3%
	Any 19 meals	\$5.73	\$5.92	3.3%
	Any 15 meals	\$5.38	\$5.54	3.0%
	Any 10 meals	\$5.15	\$5.32	3.3%

TERM	MEAL PLAN*	2004-2005	2005-2006	INCREASE
		RATES	RATES	%
		PER DAY	PER DAY	

**PER DAY    PER DAY**

**New Meal Options**

220 Block	\$6.59
210 Block/40dcb	\$6.15
180 Block/60dcb	\$5.74
140 Block/80dcb	\$5.35
100 Block/200dcb	\$4.35

<b>GROUP</b>	<b>MEAL</b>	<b>2004-2005</b>	<b>2005-2006</b>	<b>INCREASE</b>
		<b>RATES</b>	<b>RATES</b>	<b>%</b>
		<b>PER DAY</b>	<b>PER DAY</b>	
Casual Meals	*Breakfast	\$5.25	\$5.35	1.9%
	*Lunch	\$7.00	\$7.15	2.1%
	*Dinner	\$7.50	\$7.65	2.0%
	*Brunch	\$6.50	\$6.60	1.5%

\* Faculty/Staff card user discount applies to each of the above amounts.

<b>GROUP</b>	<b>MEAL</b>	<b>SUMMER</b>	<b>SUMMER</b>	<b>INCREASE</b>
		<b>2005</b>	<b>2006</b>	<b>%</b>
		<b>RATES</b>	<b>RATES</b>	
		<b>PER DAY</b>	<b>PER DAY</b>	
Off Campus Special Groups	Breakfast	\$3.59	\$3.70	3.1%
	Lunch	\$4.38	\$4.51	3.0%
	Dinner	\$4.38	\$4.51	3.0%
	Brunch	\$4.38	\$4.51	3.0%
Summer I & II	Any 90 meals	\$8.26		
	Any 50 meals	\$7.18		

\* Only the 19 meals per week plan will be covered by university scholarships.

**ROYALTY CHART:**

<b><u>Description</u></b>	<b><u>Current % Rates</u></b>	<b><u>New % Rates</u></b>
Off Campus Special Groups – Camps	15%	15%
Cafeteria – Non Cash	12%	12%
Cafeteria – Cash	18%	18%
Chick-fil-A	10%	10%
Pizza Hut	7%	10%

C-Store	5%	10%
Commuter Meal Plans	12%	12%
Java City	10%	12%
Inclining Balance	10%	12%
Declining Balance – All	12%	12%
Athletic Concessions – Football	15%	15%
Athletic Concession – Non-Football	10%	12%
Catering	10%	12%
All Other Cash Operations	10%	12%

The Administration is authorized to sign a one-year contract with ARAMARK, Inc., for the operation of the food court in the Student Center and snack bar in BBA, providing that ARAMARK, Inc., will pay the university the royalty rates as identified in the above royalty chart for sales in the various operations for the period of June 1, 2005 through May 31, 2006. Additionally, the administration is authorized to sign a similar contract with ARAMARK, Inc., for the operation of the athletic concessions at Estes Stadium, the Farris Center, and Farris Fields for the period beginning June 1, 2005 through May 31, 2006, providing ARAMARK, Inc., will pay the university royalties of gross sales as outlined in the above royalty chart.

**Room and Board Rates for 2005-06 (Board Policy No. 632)** - The current room and board charge is \$1,960 per semester for a double-occupancy room and the 19-meal plan. An increase will be needed for the standard board plans to cover the ARAMARK contract and new meal plan options. An increase is also recommended for the residence hall room rates. Both ARAMARK and the Department of Housing & Residence Life are working diligently to keep cost to a minimum. Much of the housing increase (\$55.00 or 63.33%) is due to student request for free laundry (\$30.00) and renters insurance (\$25.00) for all students in university housing. An additional housing increase (\$35.00 or 3.00%) is needed to continue to maintain and upgrade the residence halls by making the needed improvements/repairs. The proposed increase in the basic food service plan is \$40 to cover the cost of food supplies. The total proposed room and board rate for 2005-06 is \$2,090.00, or an overall increase of approximately 6.60%.

For the 2005-06 academic year, housing has experienced an annualized occupancy of approximately 94.5%, the same as the previous four years. Housing applications are running approximately the same as this time last year and it is expected that housing will continue to maintain a high demand for 2005-06.

The meal plans for 2005-06 have changed considerably from the 2004-05 options. At the request of the SGA, block meal plans have been added to provide additional flexibility along with continuing the option of unlimited meals, standard meal plans as well as declining balance with the standard meal plans for 2005-06. We will continue to offer the \$800.00 and \$500.00 declining-balance options to students in university-owned or -leased apartments.

Following discussion, the following resolution as an amendment to Board Policy No. 632, "Room and Board," was unanimously adopted upon motion by Mrs. Bassett with a second by Mr. Roussel:

**"BE IT RESOLVED: That the Board of Trustees approves the following schedule of room and board rates for the academic year, effective fall, 2005, and summer conferences and summer terms as set out below for 2006, effective summer 2006, thereby amending Board Policy No. 632, "Room and Board."**

**Family Housing Rental Rates for 2005-06**

The rental fee for family housing will not need to be increased this year.

In the same motion stated above, the following resolution as an amendment to Board Policy No. 632, "Room and Board," was unanimously adopted upon motion by Mrs. Bassett with a second by Mr. Roussel:

**"BE IT RESOLVED: That the Board of Trustees approves the following monthly schedule of family housing rates for the 2005-06 budget year, effective July 1, 2005, thereby amending Board Policy No. 632, 'Room and Board.'"**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 632  
Subject: Fees - Room and Board  
Date Adopted: 3/94 Revised: Passim (most recent 2/05)

**ROOM RATE SCHEDULE**

<b>Fall &amp; Spring 2005-2006</b>	<b>(Current)</b>	
Double Occupancy Room Rate	\$1,190.00 per semester	(\$1,100.00)
Private Room Rate	\$1,585.00 per semester	(\$1,485.00)
Greek Room Rate	\$ 12.00 per semester	(\$ 10.00)
Apartment Rate	\$ 1,400.00 per semester	(\$1,300.00)
Guaranteed Private Room (Baridon & Short/Denney the new hall)	\$1,755.00 per semester	(\$1,650.00)
RA Room	\$1,190.00 per semester	(\$1100.00)
<b><u>Summer Terms 2006</u></b>		
Any Hall (Double Room)	\$ 350.00 per summer term	(\$ 350.00)
Any Hall (Private Room)	\$ 465.00 per summer term	(\$ 465.00)

**Summer Conferences 2006**





Caldwell Street Apartments

\$445.00

NA

**Fees - Health, Physical Education, Recreation (HPER) Center and Farris Center Pool (Board Policy No. 647)** - The university periodically evaluates the utilization of the HPER Center and the Farris Center pool. In the past, when circumstances warranted, the Board approved residents of College Square to use the HPER facilities and the Farris Center pool by paying a fee. Though utilization is currently strong, the administration has determined that the employees of ARAMARK, Barnes and Noble and *Oxford American* should also be authorized to use the HPER Center and Farris Center pool at the same cost paid by students as shown in the below policy.

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 approves the following changes as an amendment to Board Policy No. 647, 'Fee - Health, Physical Education, Recreation (HPER) Center and Farris Center Pool.'"**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 647

Subject: Fee - Health, Physical Education, Recreation (HPER) Center and Farris Center Pool

Date Adopted: 8/01 Revised: 5/03, 10/03, 2/05

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

HPER Center and Farris Center Pool Fee Structure: Per Semester

<u>Student:</u>	
Student only* (fall and spring)	Board Policy #630
Student (summer terms) **	\$ 4.00 per credit hour/maximum of 3 credit hours per term
Spouse (fall and spring)	\$ 52.00
Spouse (summer terms)	\$ 36.00
Family*** (fall and spring)	\$ 78.00
Family (summer terms)	\$ 54.00
Single Parent Family**** (fall and spring)	\$ 26.00
Single Parent Family (summer terms)	\$ 18.00

\*Board Policy #630 provides a \$4.00 per credit hour fee for students, and sets the maximum hours charged each semester.

\*\*Students attending UCA in the spring semester, but not attending summer school, will be assessed a one-time summer HPER fee of \$36.00 (\$36.00 per spouse) to access HPER Center for May, June, July, and August (until fall classes begin).

\*\*\*For a student's family, the fee is calculated as follows: \$52.00 (spouse) and \$26.00 (children), for a total of \$78.00, in addition to the fee assessed for a student pursuant to Board Policy #630.

\*\*\*\*For a single parent family, the fee is calculated as follows: \$26.00 (children), in addition to the fee assessed for a student pursuant to Board Policy #630.

Faculty and Staff:

Employee/Retiree only*	Fringe benefit paid
Spouse (fall and spring)	\$ 52.00
Spouse (summer terms)	\$ 36.00
Family (fall and spring)	\$ 78.00
Family (summer terms)	\$ 54.00
Single Parent Family (fall and spring)	\$ 26.00
Single Parent Family (summer terms)	\$ 18.00
HPER locker rental	\$ 10.00 (annual per locker)

\*For purposes of this policy, employees enrolled in courses offered by the university will be assessed the fee as per Board Policy #623 and #630.

University Affiliates:

~~College Square~~: The fees for employees/residents of ARAMARK, Barnes and Noble, College Square, and *Oxford American* shall be the same as those assessed for current full-time students.

**Fee Waiver - Miscellaneous (Board Policy No. 622)** - In June 1996, the Board of Trustees adopted an amendment to Board Policy No. 622 abolishing the fee waivers for the Miss UCA Pageant winner and contestant runners-up. The administration would like the flexibility to award fee waivers or scholarships to the Miss UCA Pageant winner. To accomplish this, the prohibition included in the current policy needs to be removed.

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

**"BE IT RESOLVED: That the Board of Trustees approves the following changes as an amendment to Board Policy No. 622, 'Fee Waiver – Miscellaneous.'"**

UNIVERSITY OF CENTRAL ARKANSAS

## BOARD POLICY

Policy Number: 622  
Subject: Fee Waiver - Miscellaneous  
Date Adopted: \_\_\_\_\_ Revised:

### Members of Student Government Association - Adopted 12/75, Revised 6/96, 8/00, 8/01

\_\_\_\_\_The University waives one-half of tuition and fees and full room (double-occupancy rate if residing in university housing) and board (19-meal plan) charges each Fall, Spring, Summer I and Summer II semester for the Student Government Association positions of Executive Vice President, Vice President of Finance, and Vice President of Operations; and the Student Activities Board President during their term of office.

The University waives full tuition and fees and full room (double-occupancy rate if residing in university housing) and board (19-meal plan) charges each Fall, Spring, Summer I and Summer II semester for the Student Government Association President during his/her term of office.

The fee waiver is available to the summer executives serving by appointment in the place of the elected executive officers.

### Governors of Boys and Girls State - Adopted 2/65

\_\_\_\_\_A four-year fee remission scholarship is established for the governors of Boys State and Girls State.

### Cooperating Teachers - Adopted 3/86, 8/00

\_\_\_\_\_The University of Central Arkansas will provide three hours of fee waiver (registration and mandatory fees) to a teacher who serves as a cooperating teacher in any semester. These hours must be used within one calendar year following the end of the semester in which they are earned. The hours are not transferable. A cooperating teacher must use the first three hours of tuition waiver earned to enroll in a special graduate level course designed to assist the teacher in supervising student teachers. There is no requirement that the course be taken as a part of a degree program. Following completion of that course, the cooperating teacher would be eligible to use any additional hours earned as he or she desires.

### Professional Registration Category - Adopted 3/71, Revised 12/94

\_\_\_\_\_The Board established a professional registration category for highly technical programs in which students render a service as a part of their educational activities. Students enrolling in programs covered by the professional registration would pay no registration fee. This would cover students in the senior year of nuclear medicine, radiologic technology and medical technology. It is not necessarily intended to be limited to these two fields, but they are the fields that are currently approved.

### Miss UCA and Others - Adopted 4/69, Revised 6/96

~~\_\_\_\_\_All tuition and fee waivers for the Miss UCA Pageant winner and contestant runner ups will be eliminated, to go into effect fall semester, 1997.~~

\_\_\_\_\_Reorganization of the College of Education and the College of Health and Applied Sciences - The Office of the Provost proposes to move the Department of Psychology and Counseling from the College of Education to the College of Health and Applied Sciences. The faculty in the department have unanimously supported this move. The role and mission of the Department of Psychology and Counseling are closely aligned with the role and mission of the College of Health and Applied Sciences, and it is expected that this move will allow the department to continue to grow and develop both its undergraduate and graduate programs. Additionally, it is expected that this move will increase the research collaboration among member departments.

The Office of the Provost also proposes to change the name of the College of Health and Applied Sciences to the College of Health and Behavioral Sciences.

This change has been reviewed and approved by all appropriate councils and administrators.

The following resolution was unanimously adopted upon motion by Dr. Garner with a second by Mrs. Bassett:

**"BE IT RESOLVED: That the Board of Trustees hereby approves moving the Department of Psychology and Counseling to the College of Health and Applied Sciences and changing the name of the College of Health and Applied Sciences to the College of Health and Behavioral Sciences effective July 1, 2005."**

Provisional Positions - Within the position appropriation process of the State, the university has the ability to periodically request additional positions through the provisional position request process.

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

At this time, the university has need for an additional three positions titled Program Coordinator. The funding for these three positions would be through an increase in the number of students attending this academic year that was unanticipated in the 2001-02 fiscal year, the year in which positions were requested through the State appropriation process. These three positions are needed in the Financial Aid office to handle the increase in enrollment as well as the conversion to the Federal Family Education Loan Programs (FFELP). The previous direct lending program through the federal government was more automated and, thus, less labor intensive than the FFELP, which requires processing through various lenders. The positions are as detailed below:

Department	Position Title	Anticipated Salary	Level IV Maximum	Funding Source
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Financial Aid	Project Coordinator (3 positions)	\$30,000	\$67,018	Unanticipated Student Tuition
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In submitting a request for the allocation of provisional positions, the state process first requires authorization for that request through the university's Board of Trustees.

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

**"BE IT RESOLVED: That the Board of Trustees authorizes the university to proceed with requests to the State Department of Finance and Administration for allocation of provisional positions funded by university-generated revenues."**

**2005-2006 Academic Calendar and Critical Dates** - The University Calendar Committee unanimously recommends the attached academic calendar covering the period from fall 2005 through summer 2006. Additionally, the calendar has been recommended by all appropriate academic administrators.

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

**"BE IT RESOLVED: That the calendar and critical dates be approved as attached for the 2005-06 academic year."**

**UNIVERSITY OF CENTRAL ARKANSAS  
2005-2006  
ACADEMIC CALENDAR AND CRITICAL DATES**

**FALL SEMESTER 2005**

August 25, Thursday	Instruction begins - day and evening classes
August 27, Saturday	Instruction begins - Saturday classes
August 30, Tuesday	Change-of-course period ends Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
September 5, Monday	Labor Day Holiday
September 23, Friday	Final date to make degree application for December graduation

September 30, Friday	Final date to officially withdraw from a Aug 25 - Oct 13 course with a W grade
October 7, Friday	Final date to officially withdraw from a Aug 25 - Oct 13 course with a WP or WF grade
October 18, Tuesday	Final date to add Oct 17- Dec 16 course
October 19, Wednesday	Mid-term grade report date
October 20 - 21 Thur/Fri	Fall Break
October 31 - Nov 22	Advance Registration
November 4, Friday	Final date to officially withdraw from a Aug 25 - Dec 16 course or the university with a W grade
November 18, Friday	Final date to officially withdraw from a Oct 17 - Dec 16 course with a W grade
November 23 - 25, Wed - Fri	Thanksgiving Holiday
December 2, Friday	Final date to officially withdraw from a Oct 17 - Dec 16 course with a WP or WF grade
	Final date to officially withdraw from a Aug 25 - Dec 16 course or the university with a WP or WF grade
December 9, Friday	Study Day
December 10, Saturday	Final Exams - Saturday classes
December 12 -16, Mon - Fri	Final Examinations - day and night classes
December 17, Saturday	Winter Commencement

### **WINTER INTERSESSION 2005-2006**

December 19, Monday	Instruction begins
December 20, Tuesday	Change-of-course period ends Last date to register Last date to add classes Last date to change from credit to audit or audit to credit
January 3, Tuesday	Final date to officially withdraw from a course or the university with a W grade

January 4, Wednesday                      Final date to officially withdraw from a course or the university with a WP or WF grade

January 6, Friday                              Final examinations

### **SPRING SEMESTER 2006**

January 12, Thursday                      Instruction begins - day and evening classes

January 14, Saturday                        Instruction begins - Saturday classes

January 16, Monday                         Dr. Martin Luther King, Jr. Holiday

January 18, Wednesday                    Change-of-course period ends  
Last date to register  
Last date to add classes  
Last date to change from credit to audit or audit to credit

February 10, Friday                         Final date to make degree application for May graduation

February 17, Friday                         Final date to officially withdraw from a Jan 12 - Mar 3 course with a W grade

February 24, Friday                         Final date to officially withdraw from a Jan 12 - Mar 3 course with a WP or WF grade

March 7, Tuesday                             Final date to add Mar 6 - May 5 course

March 8, Wednesday                        Mid-term grade report date

March 18 - 26, Sat-Sun                      Spring Break

March 31, Friday                             Final date to officially withdraw from a Jan 12 - May 5 course or the university with a W grade

April 5 - 26                                    Advance Registration

April 14, Friday                                Final date to officially withdraw from a Mar 6 - May 5 course with a W grade

April 21, Friday                                Final date to officially withdraw from a Mar 6 - May 5 course with a WP or WF Grade  
Final date to officially withdraw from a Jan 12 - May 5 course or the university with a WP or WF grade

April 28, Friday                                Study Day



April 29, Saturday	Final Exams - Saturday classes
May 1 - 5, Mon-Fri	Final Examinations - day and night classes
May 6, Saturday	Spring Commencement
<b>MAY INTERSESSION 2006</b>	
May 15, Monday	Instruction begins
May 16, Tuesday	Change-of-course period ends Last date to register Last date to add classes Last date to change from credit to audit or audit to credit

May 24, Wednesday	Final date to officially withdraw from a course or the university with a W grade
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May 29, Monday	Memorial Day Holiday
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May 31, Wednesday	Final date to officially withdraw from a course or the university with a WP or WF grade
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June 2, Friday	Final examinations
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### **SUMMER 2006**

June 5, Monday	Instruction begins for the Ten Week Summer Session and the First Summer Session
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June 7, Wednesday	Change-of-course period ends Last date to register, add classes, change from credit to audit or audit to credit for Ten Week Summer Session and First Summer Session
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June 9, Friday	Final date to make degree application for August graduation
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June 23, Friday	Final date to officially withdraw from a First Summer Session course or the university with a W grade
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June 30, Friday	Final date to withdraw from a First Summer Session course or the university with a WP or WF grade
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July 4, Tuesday	Independence Day Holiday
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July 7, Friday	Final examinations for First Summer Session
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July 10, Monday	Instruction begins Second Summer Session
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July 12, Wednesday	Change-of-course period ends Last date to register, add classes, change from credit to audit, audit to credit for the Second Summer Session
July 21, Friday	Final date to officially withdraw from a Ten Week Summer Session course with a W grade
July 28, Friday	Final date to officially withdraw from a Second Summer Session course or the university with a W grade
August 4, Friday	Final date to withdraw from a Ten Week Summer Session course, Second Summer Session course or the university with a WP or WF grade
August 11, Friday	Final examinations for Second Summer Session and Ten Week Session
August 11, Friday	Summer Commencement

**Conflict of Interest Policy (Proposed Board Policy No. 201)** - Under current Arkansas law, Ark. Code Ann. § 6-67-102 (f)(1), members of this Board are prohibited from becoming interested, directly or indirectly, in any contract made by the Board. The university has grappled with this issue for the last several years. It has never been clear what constitutes an "indirect interest." Two Attorney General Opinions have been requested on this issue and that matter has never been satisfactorily resolved.

Senate Bill 317 is currently pending before the Arkansas General Assembly that, if passed, would remove the prohibition from Arkansas law. The members of the Board of Trustees of the University of Arkansas System are not prohibited from entering into a contract with U of A System institutions.

However, if members of this Board are permitted to enter into a contract with the university, rules must be established for reporting and handling conflicts of interest that may arise. Proposed Board Policy No. 201 establishes these rules and regulations and addresses all situations involving potential conflicts of interest by Board members. This policy is patterned after the one followed by the University of Arkansas System Board of Trustees.

Following discussion, the following resolution was unanimously adopted upon motion by Dr. Garner with a second by Mr. Roussel:

**"BE IT RESOLVED: That the Board of Trustees approves the following policy as Board Policy No. 201, 'Standards of Conduct and Conflict of Interest.'"**

UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY

Policy Number: 201  
Subject: Standards of Conduct and Conflict of Interest  
Date Adopted: 2/05 Revised:

I. General.

The Board of Trustees of the University of Central Arkansas is established by act of the Arkansas General Assembly, and as set forth in Section 6-67-102 (a) of the Arkansas Code, the Board of Trustees is a body politic and corporate.

As a member of the Board of Trustees, each member seeks to perform his or her responsibilities in accordance with high standards of integrity, to avoid conflicts of interest, and to disclose those which occur.

This policy sets forth standards of conduct for members of the university's Board of Trustees. This policy is in addition to any standards of conduct under other statutes or policies of the State of Arkansas.

The standards set out in this policy are guiding principles. These standards must be used along with the good judgment of every trustee. Overall, the objective of each trustee must be honesty, fairness and integrity in all aspects of his or her conduct as a member of the Board, with full disclosure. A member of the Board of Trustees should err on the side of caution in any situation that are or may become a conflict of interest.

II. General Standards of Conduct

A. A trustee shall discharge his or her duties as a member of the Board in the overall best interests of the university. In performing his or her duties, a trustee should always act in good faith and with the care an ordinarily prudent person in the same or similar position would exercise under similar circumstances.

B. In making decisions, a trustee is entitled to rely on information, opinions, reports, or statements (including financial statements and other financial data), prepared or presented by:

(1) Officers or employees of the University whom the trustee reasonably believes to be reliable and competent in the matters presented;

(2) Legal counsel, public accountants, the Arkansas Attorney General, or other persons as to matters that the trustee reasonably believes are within the person's professional, official or expert competence.

C. A trustee is not acting in good faith if the trustee has knowledge concerning the matter in question that makes reliance otherwise permitted by subsection B unwarranted.

III. Conflicts of Interest.

A. A "conflict of interest transaction" is a transaction with the University in which a trustee has a direct or indirect interest.

B. A trustee has a direct interest in a transaction, if the trustee, or a member of the trustee's immediate family, will derive an economic benefit. A trustee has an indirect interest in a transaction if (I) another entity in which the trustee has a material interest or in which the trustee is a general partner is a party to the transaction or (ii) another entity of which the trustee is a director, officer or trustee is a party to the transaction. A trustee shall also be deemed to have an indirect interest in a transaction if any member of his or her immediate family is a party to the transaction, or has a material interest in another entity which is a party to the transaction or is a director, officer or trustee of another entity which is a party to the transaction.

A trustee having knowledge of a conflict of interest shall disclose it to the Chairman of the Board within a reasonable time after becoming aware of the conflict of interest. A trustee having a conflict of interest shall not vote or otherwise take any action with respect to the matter as to which a conflict of interest exists. The trustee may, if requested by the Chairman of the Board, participate in discussion of the transaction in public meetings of the Board, but shall always abstain from voting thereon.

C. A conflict of interest transaction is not voidable or the basis for imposing liability on the trustee if the following conditions are met:

(1) The transaction was fair to the university at the time it was entered into;

(2) The material facts of the transaction and the trustee's interest therein were disclosed or made known to the other members of the Board; and

(3) A majority of the disinterested members of the Board authorized, approved, or ratified the transaction during a public meeting, either regular or special. The vote of the disinterested trustees must, in all events, constitute a majority of the membership of the Board.

#### IV. Disclosure.

A. Members of the Board shall annually submit a statement to the Secretary of the Board on or before January 31 of each year, disclosing whether the trustee, his or her immediate family member, or any entity in which he or she holds any position of control or holds any ownership interest of 10% or greater, has entered into any contract with the University or whether an immediate family member of the trustee is employed by the University.

B. For purposes of this policy, "contract" shall mean any agreement entered into by and between the University and a trustee or entity in which he or she holds any position of control or holds any ownership interest of 10% or greater pursuant to which the University agrees to purchase or lease tangible personal property, real property, or services, or any agreement for the disposal of commodities and services, including, but not limited to, awards and notices of awards, contracts of a fixed price, cost, or incentive type, contracts providing for the issuance of job or task orders, leases, lease purchase agreements, letter contracts, purchase orders, professional or consultant services contracts, and supplemental agreements with respect to any of these categories. Contracts shall also include grants. Further, for purposes of this policy, "immediate family member" shall mean a trustee's spouse, children of the trustee or his or her spouse, and brothers, sisters, or parents of the trustees or his or her spouse.

C. As a part of such annual disclosure, each trustee shall acknowledge receipt of a copy of this policy on a form prepared for such purpose and maintained by the Secretary. Such disclosure shall be deemed a public record and subject to the Arkansas Freedom of Information Act.

V. Prohibited Activities.

A. Except as otherwise provided by law or policy of the Board, a trustee shall not use his or her position to secure special privileges or exemptions not available to others for his or herself, or the trustee's spouse, child, parents, persons standing in the first degree of relationship to the trustee or for those with whom the trustee has a substantial financial relationship.

B. Except as otherwise provided by law or policy of the Board, a trustee shall not engage in any public or professional activity while serving as a trustee which the trustee might reasonably expect would require or induce the trustee to disclose any information acquired by the trustee by reason of the trustee's official position which is declared by law or regulation to be confidential. A trustee shall not disclose any such information gained by reason of his or her position, nor shall the trustee otherwise use such information for his or her personal gain or benefit.

**Board of Trustees Endowment** - In 1995, the Board of Trustees established the "UCA Board of Trustees Endowment Fund." The fund consists of year-end monies and other funds recommended by the President and specifically designated by the Board for inclusion in the fund. The fund was created to allow the university to support scholarships, plant maintenance, faculty development or other university needs. The Board must authorize any expenditures from this Fund above \$25,000.

The administration requests that the Board authorize the expenditure of \$75,000 from the Board of Trustees Endowment Fund to Horizons Stewardship Co., a consulting firm that assessed the university's fund raising capacity and developed a plan for a capital campaign.

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

**"BE IT RESOLVED: That Board of Trustees authorizes the expenditure of \$75,000 from the Board of Trustees Endowment Fund for the purpose of paying Horizons Stewardship Co. for consultant work related to the university's capital campaign."**

**EXECUTIVE SESSION**

\_\_\_\_\_ Executive session, for the purpose of considering personnel matters, was unanimously declared upon motion by Mr. Sims with a second by Mr. Roussel.

**OPEN SESSION**

\_\_\_\_\_ Open session was declared by Chairman Stanton.

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 approves the following adjustments, appointments, resignations and/or non-reappointments, retirements and sabbatical leaves AS AMENDED WITH REGARD TO RETROACTIVE COMPENSATION (see below), provided however, that the administration is authorized to make corrections and changes of a clerical nature."**

**ADJUSTMENTS:**

Lisa Christman, University College, change title from Instructor to Lecturer I effective 12/01/04, non-tenure track position.

Virginia Clements, Kinesiology and Physical Education, Instructor, change salary effective 01/03/05, non-tenure track position.

Theodore Dias, University College, change title from Instructor to Lecturer I effective 12/01/04, non-tenure track position.

Jonathan Glenn, Provost Office, change title from Professor/ Director of Academic Planning to Professor/Assistant Provost, effective 1/01/05, appointment with tenure.

Shannon Johnson, University College, change title from Instructor to Lecturer I effective 12/01/04, non-tenure track position.

Terri Johnson, Athletics, PC Executive Director, change salary effective 8/01/04.

Cherri Latimer, University College, change title from Instructor to Lecturer I effective 12/01/04, non-tenure track position.

Todd Marshall, change department from World Languages to Humanities and World Cultures, change title from Assistant Professor to Director, change salary, emergency hire effective 1/03/05, tenure track position.

Jimmy Parker, Housing, Project Coordinator, change salary effective 1/16/05.

Joyce Taylor, Building Maintenance, Project Coordinator, change salary effective 1/16/05.

**APPOINTMENTS:**

Patricia Bueter, Family and Consumer Sciences, Instructor, effective 1/03/05, non-tenure track position.

Jessica Dulac, Health Sciences, Instructor, effective 1/10/05, non-tenure track position.

Rita Fielder, University College, Instructor, effective 1/10/05, non-tenure track position.

Karen Fite, Family and Consumer Sciences, Instructor, effective 1/03/05, non-tenure track position.

Kathy French, Health Sciences, Instructor, effective 1/10/05, non-tenure track position.

Sara Groe, English/Writing and Speech, Instructor, emergency hire, effective 1/10/05, non-tenure track position.

Olive Hervey, Writing and Speech, Instructor, emergency hire effective 1/01/05, non-tenure track position.

Jaclyn Keeter, Family and Consumer Sciences, Instructor, effective 1/03/05, non-tenure track position.

James Robert May, Writing and Speech, Instructor, effective 1/01/05, non-tenure track position.

Heather McCarty, Family and Consumer Sciences, Instructor, effective 1/03/05, non-tenure track position.

Nina Roofe, Family and Consumer Sciences, Instructor, effective 1/03/05, non-tenure track position.

Cindy Shelton, Health Sciences, Instructor, effective 1/10/05, non-tenure track position.

Tiffanie Snyder, Family and Consumer Sciences, Instructor, effective 1/03/05, non-tenure position.

Krishna Thiagarajan, Music, Staff Accompanist, emergency hire, effective 1/4/05, non-tenure track position.

Karen Zipfel, Art, Instructor, effective 1/10/05, non-tenure track position.

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

Chris Thomsen, Athletics/Football                      January 31, 2005

Tony Timms, AR Center/Math & Science              January 04, 2005

**RETIREMENT:**

Larry Bishop, Building Maintenance                      January 31, 2005

**SABBATICAL LEAVE:**

Carl Frederickson, Physics and Astronomy              Fall 2005

Katherine Larson, Biology                                      Fall 2005

Mike Moran, Biology

Fall 2005

## **ADDENDUM**

### **ADJUSTMENTS:**

Kathy French, Health Sciences, Instructor, change salary effective 01/24/05, non-tenure track position.

Chris Charlton, Housing and Residence Life, change title to Director of Housing and Residence Life, change salary effective 12/01/04.

Min-Ho Yeh, Music, Assistant Professor, change salary, received doctorate, tenure track position.

John Erwin, Music, sabbatical originally approved for spring 2004 deferred to spring 2005.

### **APPOINTMENT:**

Kimberly Eskola, Kinesiology & Physical Education, Instructor, salary effective 2/07/05, non-tenure track position.

### **RETIREMENT:**

Shirley Yarbrough, Housing                      November 30, 2004

## **ADJOURNMENT**

\_\_\_\_\_ There being no further business to come before the Board, the meeting was adjourned by Chairman Stanton.

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Dr. Michael Stanton, Chair

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Mrs. Kay Hinkle, Secretary

Sondra Gordy, President  
Faculty Senate  
Friday Feb. 18, 2005



Good Afternoon to the members of the UCA Board of Trustees, President Hardin, Administrators, Faculty, Staff, Students and all others:

Thank you for the opportunity to address this group. These few minutes allow me a chance to share some topics that the Senate has examined or continues to examine this year.

Accomplishments:

1. Safety:

The Senate endorsed and appreciates the improved safety on Western Avenue with the requested construction of a sidewalk.

2. Institutional Diversity and Sexual Harassment:

Endorsed the Administration's Policy Statement regarding Institutional Diversity and supported faculty training on issues regarding sexual harassment.

3. Evaluation of Administrators:

Took under advisement the work of an ad hoc committee which worked through the summer of 2004 on the evaluation of all administrators. The Senate strengthened the instrument and the timing components and endorsed the system. Chairs will be evaluated in the Spring of 2005 and higher administrators will be evaluated in the Fall of 2005 using the new instruments.

4 Faculty Senate Representation:

Decided not to change the make-up of faculty representation on the Faculty Senate keeping the ratio of six At-Large Senators, and three per college for a total of 24 plus one rep. for part-time faculty.

5. Electronically offered instruction:

Approved eleven principals of electronically offered instruction. Established representation for the Distance Education/Extended Learning Advisory Committee.

6. Student evaluations of faculty:

Worked with a former committee to improve the evaluation instrument and clarify its interpretation.

7. Established a task-force on salary issues.

Presently Under consideration:

1. On-line voting for all Faculty Senate positions.

2. With an awareness that UCA will be soon be a laptop campus... we are considering changes in the required office hours for faculty.
3. We appreciate the opportunity for input into the decision of UCA's possible move to NCAA Division 1 Athletics.
4. Through the hard work of the Faculty Handbook Committee, the Senate is looking at numerous corrections and changes to this important governance document. Some of these are minor wording changes and others of substance that include issues of faculty load, faculty titles, and refinements in procedures for promotion or dismissal.

Finally, I bring two additional topics to YOUR attention and for your future consideration. As a representative of all faculty at UCA, I would be remiss if I did not share some of OUR concerns. UCA Faculty members have welcomed our new students and accommodated this rising enrollment in our teaching, our grading and our service to this campus. We are proud of UCA and I am proud of this faculty.

We ask that Board of Trustees do all within its power to:

1. Bring all UCA Faculty salaries in line with regional averages.
2. Address rising health insurance costs coupled with declining health benefits.

Recognizing the corporate background of so many of you, the members of the Board of Trustees, permit me to use your vocabulary. "Faculty productivity is skyrocketing in an environment of declining remuneration."

I close my remarks by saying that it is an honor to work with our Provost, Dr. Gabriel Esteban, on many academic issues and to consult with President Hardin on all others. I am honored to serve UCA and to represent a remarkable group of hardworking faculty member who are the heart and soul of UCA. Thank You.

February 18, 2005

Presented by Chris Walter, President

- Our Meals, Our Way- Because of negotiations with food vendors, we were finally able to get more flexibility with the student meal plan. New meal plans will go into effect in the fall of 2005.
- ÿ Student Center Expansion- In part with the food service vendor contract, they have agreed to help fund for the expansion of the student center. The expansion will include a larger dining area in the food court along with more meeting rooms.
- ÿ Health Center- Last semester, the Board allowed us to look into the possibility of a new Student Health Service building. We are now in the process of selecting an architect. The architect will then present ideas to a committee and from there the committee will make a recommendation to the Student Government Association. SGA will then support a fee and we then hope to have it before the Board by April or May.
- ÿ One Card System- The One card system allows students to place money on their ID card and use it as a prepaid credit card in the book store and the library.
- ÿ Purple and Grey Day- The SGA along with the AFA will be taking part in a Purple and Grey Day at the capitol. Our main purpose will be to educate and persuade our local representatives to help UCA in any way possible. Our scheduled date is set for March 1, 2005

- ÿ Bear Stamps- SGA has collected approximately 40 local businesses that offer student discounts to all UCA students. We have placed the business names and the percentage of discounts on a wallet sized card for distribution.
- ÿ SAFA- The Student Activity Fee Allocation is a process when an SGA committee hears proposals from Registered Student Organizations on campus and allocates them money for their programs and activities. The quarter of a million dollars that is allocated comes from the student activity fee paid by every student every semester.
- ÿ Elections- SGA elections are to be held March 22-23 online.
- ÿ Special thank you to the community, SGA and my executive officers, President Hardin and his administration, and the Board of Trustees.

Respectfully Submitted,

Chris Walter  
Student Government Association, President  
Brent Passmore, President  
Staff Senate  
February 18, 2005

Each year, Staff Senate works hard to promote a winning attitude within the University.

This year's annual Holiday Feast was a great success. Our thanks to Senator Kevin Hamilton for organizing what many called "the best ever".

Events scheduled for the spring include the employee of the year, staff senate elections, and the annual staff picnic. A special thanks to President Hardin for once again sponsoring the picnic. This year, we will be working close with Health Promotion and Wellness to promote the picnic as part of Healthy UCA.

Our thanks go out to the Board of Trustees for helping to endow the Staff Senate Book Scholarship fund last year. Because of your generous gift, we were able to double the number of scholarships awarded to UCA staff and their children.

Staff Senate is saddened by the recent passing of Lilly Harmon. An employee of the University for 29 years, she was a unique individual whose absence will be felt for many years to come. In her honor, I would like to announce that Staff Senate will be creating the Lilly Harmon Book Scholarship. This book scholarship will be awarded to those who are pursuing a degree in a technology related field. Staff Senate will be releasing more information in the near future.