

The Board of Trustees of the University of Central Arkansas convened in regular meeting at 2:00 p.m. Friday, February 8, 2008, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present

Chair:	Mr. Randy Sims
Vice Chair:	Mr. Rush Harding, III
Secretary:	Dr. Harold Chakales
	Mrs. Kay Hinkle
	Mr. Scott Roussel
	Dr. Mike Stanton

and with the following absent:

Mrs. Patricia Bassett

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

The meeting was called to order by outgoing Chair, Mrs. Kay Hinkle. President Hardin thanked Mrs. Kay Hinkle for an outstanding year of service as Chairperson of this Board. He stated that it was an outstanding year in terms of financing for new buildings and maintenance and operation. The University received the largest increase in the history of the institution during the 2007 session, receiving \$9.5 million new operating money in 2007 and also \$13 million from the bond issue for the College of Business Building. President Hardin requested that the Board approve a resolution commending Mrs. Hinkle for her service. The following Resolution of Appreciation was unanimously adopted.

RESOLUTION

WHEREAS, Mrs. Kay Hinkle was appointed to serve as a member of the UCA Board of Trustees by Governor Mike Huckabee on March 16, 2004; and

WHEREAS, Mrs. Hinkle served as chair of the Board for the year 2007; and

WHEREAS, Mrs. Hinkle has served with honor and distinction and has ably assisted the university's administration in overseeing a very successful 2007; and

WHEREAS, under her leadership as Board Chair, the university reached an enrollment of over 12,600 students and experienced great success in Division I athletics. Also, the Board established the master of science in Instructional Technology, approved the development of counseling emphasis for the PhD program in School Psychology, and dedicated the newly-constructed Student Health Center; 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 Mrs. Kay Hinkle for her service as Chair 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.

**Adopted this 8th
day of February 2008,
in Conway, Arkansas**

Chair of the Board

Secretary of the Board

At this point Mr. Sims assumed the role of Chairman of the Board.

MINUTES

Minutes of the November 2, 2007, Board meeting were unanimously approved as submitted upon motion by Mr. Harding with a second by Mr. Rousset.

INTRODUCTIONS AND ANNOUNCEMENTS

Chairman Sims congratulated President Hardin on receiving the Distinguished Service Award at the recent Conway Chamber of Commerce Meeting. He added that it is the Chamber's highest honor that can be bestowed upon someone and that the list of award winners is like the Who's Who of Conway and the founding fathers. Chairman Sims further stated that President Hardin is the first person to receive this honor after just a short time of residency in Conway.

President Hardin asked that everyone keep Mountain View, Atkins and Clinton residents in their prayers after devastating storms hit the area. He stated that UCA fraternities, sororities and other student organizations have been out helping in the devastated areas and have been in contact with the Red Cross regarding clean-up efforts. President Hardin expressed appreciation to the students for their efforts and said he is very proud of all of them.

Secondly, President Hardin expressed appreciation to Chairman Sims for his remarks regarding the Distinguished Service Award, adding that he was surprised, humbled and honored by that particular award. He further stated that because of his love of the city of Conway, it is a cherished award.

He also remarked that the upcoming week-end edition of the Arkansas Democrat Gazette will include a special article on how Conway, UCA and Hendrix have become one of the leading cultural and arts centers in the entire mid south, partly because of the incredible talent that's been seen at Reynolds. It will be a statewide article, not just the River Valley section and a real source of pride. The emphasis on the article is UCA's leadership role in helping make Conway a cultural and arts center.

PRESIDENT'S REPORT

President Hardin reported on the following items:

The College of Business Building: An imposing structure of 82,000 square feet, will be the cornerstone classroom for the University of Central Arkansas for the next two decades. This will be our quintessential academic building, with classrooms, lecture halls and office space. The ground breaking is planned for April or May 2008 and the goal is to open for classes in September 2009. Future building considerations include Nursing, Fine Arts and the College of Education. 300 additional parking spaces will be designated near the Physical Plant area to surpland the 300 spaces taken by the building site.

Enrollment for the fall semester will be in excess of 13,000. In a seven-year period, the University has almost doubled in size.

Television Ad: The Board previewed the new television ad now running. It features UCA graduate Aaron Brooks who is graduating from Harvard Law School.

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 by state travel regulations for state employees. 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 a motion and second:

“BE IT RESOLVED: That the Board of Trustees approves the following statement concerning reimbursement of expenses for official board duties for 2008: 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 by state travel regulations for state employees, 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 certify annually that the university will not incur any obligations without 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 Annual Audit Report for the year ended June 30, 2007 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.

The following resolution was unanimously adopted upon a motion by Mr. Roussel with a second by Mrs. Hinkle:

“BE IT RESOLVED: That the Board of Trustees has reviewed the Annual Audit Report for the year ended June 30, 2007 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.”

Right of Way and Easement for Conway Corporation

Conway Corporation has requested that the university grant a right-of-way and easement for the connection of an 8-inch water main to provide water to the Gross Anatomy Lab, the construction of which will begin very soon. The requested easement is a permanent 15-foot wide easement beginning on Bruce Street and extending south 31 feet east of and parallel to the center line of Marion Ross Drive, a distance of 322 feet; thence east 105 feet along the center of a concrete pedestrian walk way located between the proposed Gross Anatomy Lab and Torreyson Library, connecting to an existing water main.

Conway Corporation also requests a temporary 40-foot right-of-way and easement on the above-described property for a term of six months from the start of construction for the purpose of installing the water line. The right-of-way and easement would also grant to Conway Corporation the authority to enter upon the property to make such excavations and perform other work as they deem necessary.

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

“BE IT RESOLVED: That the Board of Trustees approves the right of way and easement requested by Conway Corporation for the installation and maintenance of a water line for the Gross Anatomy Lab.”

Property Purchase (1835 South Donaghey)

The University has tentatively reached an agreement to purchase the Arkansas Department of Emergency Management (ADEM) property at 1835 South Donaghey Avenue. ADEM has agreed to accept payment over a five-year period. The property is approximately 7.5 acres and contains several buildings, trailers and an under-ground bunker, approximately 19,583

square feet of office/warehouse space. The administration believes that there will be a variety of possible uses for this property. In addition, the university is working with the City of Conway and Faulkner County, to lease portions of the facility to these entities. The rental income will offset a portion of the purchase price to be paid by the university.

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

"BE IT RESOLVED: That the Board of Trustees authorizes the administration to purchase the Arkansas Department of Emergency Management (ADEM) property located at 1835 South Donaghey Avenue."

Capital Projects – Alumni Circle

Alumni Circle, the area in front of Main Hall, is badly in need of rehabilitation. The area is uninviting and the landscaping is unattractive. The area holds such a significant place in the university's history, the administration believes it is important to revitalize the area.

The College of Fine Arts and Communication initiated a process for the selection of an artist to design improvements to Alumni Circle. Through that process, Andrew Leicester was selected. Mr. Leicester is finalizing plans for the project now. As a part of this project, university also plans to convert the current circular drive to a pedestrian space and to construct a new circular drive to the east of the existing circle.

Pursuant to Board Policy No. 407, the Board must approve any construction project that exceeds \$150,000. The proposed budget for the renovation of Alumni Circle is \$500,000 and the proposed budget for the construction of the new circular drive is \$250,000.

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

"BE IT RESOLVED: That the Board of Trustees authorizes the administration to proceed with development of plans for the renovation of Alumni Circle at an estimated cost of \$500,000, to proceed with the construction of a new circular drive at an estimated cost of \$250,000 and to hire design professionals, to solicit bids for construction and to make contract awards for both projects in accordance with law."

Design, Content and Maintenance of University Website Pages (Board Policy No. 411)

The following proposal is offered to ensure that the design and content of the university's website is consistent and up-to-date. The administration is proposing some minor modifications to the current Board policy to bring the policy into line with current practices. The website is increasingly becoming the primary resource for information about the university, as well as the place where people form their first impressions of UCA.

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

“BE IT RESOLVED: That the Board of Trustees hereby approves the following amendments to Board Policy No. 411 “Design, Content and Maintenance of University Website Pages.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 411

Subject: Design, Content and Maintenance of University Website Pages Page 1 of 11

Date Adopted: 10/98 Revised:

I. University Web Pages

The design and content of active public Internet pages accessible via the uca.edu domain are subject to review and approval by the President or his designee.

Every UCA college, academic department and administrative office with an active public Internet or page (or pages) accessible via a uca.edu domain must review that page (or pages) before the beginning of each semester or summer session to ensure the information is accurate and up-to-date.

Every college dean, academic department chair and administrative office head is responsible for certifying each review, which may be conducted by a staff member or committee appointed for that purpose.

Every college dean, academic department chair and administrative office head is also responsible for appointing a trained staff member to make the corrections and/or updates recommended as a result of each review.

Failure to follow this policy may result in the suspension or removal of the offending Internet page(s).

Three groups will play key roles in the University of Central Arkansas' Web site development and oversight. Day-to-day operations are managed by (1) the Director of Web Development and (2) Computing Services. The (3) Web Advisory Council advises the Director of Web Development on the site design and is charged with oversight of policy-related issues.

I. Web Advisory Council

Mission:

The Web Advisory Council's role is to recommend policy regarding all Web pages stored on any university-owned or leased machine and sites linked to the university's Web site, and to resolve disputes regarding Web related issues and Web page content.

The Council also recommends standards, ensures that there is an ongoing process of review of Web content and adherence to these standards, hears grievances and makes recommendations regarding action to the appropriate person(s) regarding policy deviation.

Council Membership:

The Web Advisory Council consists of members representing faculty, staff, students and administration, as proposed by the Director of Web Development. The General Counsel will act in an advisory capacity to the Director of Web Development and the Web Advisory Council.

Reporting:

The Director of Web Development will serve as chair.

Responsibilities:

The Council, acting as a review group, will (1) approve policies related to the ongoing evolution of the university's Web presence and (2) evaluate disputes on Web use and content. The Director of Web Development is responsible for content and image of the university pages, and will serve as a liaison to computing services for matters pertaining to technical issues and access.

II. Web Page Levels of Content and Responsibility

Web pages are classified as university, departmental, and individual pages.

1. University Web pages contain official university information and are in direct support of the university's mission. Examples include but are not limited to the viewbook, catalog, faculty/student handbook, university directory and information about the campus, financial aid, admissions and institutional advancement. The Director of Web Development shall have final approval of all content on these pages.

All information not found in university Web pages is unofficial information and cannot be claimed as official university policy.

2. Departmental Web pages include information encouraged by the university but maintained by individual university departments. All departmental Web pages are in direct support of the university's mission. Examples include but are not limited to academic departments, student services, campus events, athletics, administration, and other informational resources. These pages are maintained by Information Content Providers (ICP) in each department with technical services support as needed. from the Director of Web Development. Templates and an image bank are made available on the Web by the office of Web Development to help departments with the construction of their pages. The office of Web Development strongly encourages the use of these templates. Information on these pages is the responsibility of the department head/chair and their ICP. Departments are encouraged to conform to applicable university Web design standards.

3. Individual Web pages are pages sponsored and maintained by members of the university faculty, staff and students. Information on these pages is the responsibility of the individual. Individuals are encouraged to conform to applicable university Web design standards. Information on individual Web pages is solely generated and maintained by the author. Individual Web pages are the creative, intellectual, and personal property of the individual author. Individuals must maintain backup files. The university is not responsible for any corrupted, lost, or otherwise damaged files. The university may remove Web pages if the individuals are no longer affiliated with the university.

III. Use of University Web Pages

University and departmental Web pages must be informative and consistent with the mission of the University of Central Arkansas. University policies and regulations must be adhered to. The university Web servers may not be used for any activity prohibited by law.

Any person or group authoring Web pages must be aware of and follow university policies regarding confidentiality, harassment and computer usage. University ICPs cannot use copyrighted images, text, or software without permission.

University and departmental pages are intended to communicate information about the university and must not represent the personal views of an individual. Appropriate material for inclusion in these pages includes:

- policy documents, reports, procedures;
- course descriptions, schedules and syllabi;
- instructional materials;
- tutorials;
- computing and library guides;
- campus calendars and announcements of events;
- descriptions of available services and resources.

Individual pages must conform to university policies contained in this document. Use of individual pages for illegal and/or commercial purposes is prohibited. Individuals are expected to comply with relevant university policies, state and federal law, and any relevant licensing agreements.

Material may not be included on university, departmental and individual Web pages if it:

- is in violation of federal and state law;
- is derogatory or libelous to groups or individuals;
- is of a confidential nature;
- infringes upon the rights of another person;
- is abusive, profane, or sexually offensive in the opinions of the majority of the Web Advisory Council;
- includes information which may injure someone else and/or lead to a lawsuit or criminal charges including pirated software, destructive software, pornographic materials, libelous statements or terrorist restrictions;
- includes advertisements for commercial products, enterprises or services not pertaining to the University of Central Arkansas

IV. Links from Web Pages

The university reserves the right to disable and/or remove the Web page links as well as publishing capability and privileges on university-managed servers of anyone who uses the Internet to violate university policy or to conduct or promote activities which are illegal or violate university obligations. These links and publishing privileges may be re-established following a review process. Disputes will be reviewed by the Web Advisory Council.

1. University Official Pages

The University of Central Arkansas has only one official university Home Page, with links to official university Web pages. The official university Home Page and other official Web pages are reviewed and approved by the Director of Web Development. Links from these official pages are the responsibility of and are approved by the Director of Web Development.

2. Departmental Web Pages

Each department has only one departmental Home Page, with links to other departmental Web pages.

Links from the departmental Home Page and departmental Web pages are the responsibility of the department chairperson and/or the departmental ICP. The top of each departmental Home Page must have a link to the departmental disclaimer. The bottom of each Departmental Home Page must contain a link to the University's Official Home Page and a mail-to address link. The bottom of all other departmental Web pages must contain the following three links: (1) to the Departmental Page Disclaimer, (2) to the Departmental Home Page, and (3) a mail-to address.

3. Individual Faculty and Staff Web Pages

Departments wishing to include individual faculty and staff Web pages must include a directory with the individual page disclaimer for individuals' home pages.

The top of the individual's home page must contain the Individual Page Disclaimer in full text. The bottom of the individual's home page must contain a link to the department's home page, or the university's official home page if a departmental home page does not exist, and a mail-to address link. The bottom of all other individual Web pages must contain the following three links: (1) to the individual page disclaimer, (2) to the individual home page, and (3) a mail-to address. A directory of individual faculty and staff home pages will be maintained within the official university Web pages. This directory has the University Web disclaimer at the top.

4. Student Organization and Individual Student Web Pages

A separate server will be maintained for editing and publishing of home pages of individual students and student organizations.

A directory of student organizations and student Webpages will be made available. This page will contain the individual disclaimer at the top and all subsequent pages will also contain the individual disclaimer.

V. University Disclaimers

All disclaimers and links to disclaimers must be readable by a text-only browser.

1. Official university Web pages do not require a disclaimer. Official university Web pages will contain a logo or other marking to indicate their official status.

2. The alphabetical listing of departmental pages (A-Z index) will have the following Departmental Page Disclaimer at the top:

It is the policy of the university to abide by and follow federal and state laws. Although individual departments provide the information found on these pages, the university reserves the right to ensure that such information is consistent with its stated mission.

3. All alphabetical directories of Individual Web pages have a disclaimer at the top stating the following Individual Page Disclaimer:

It is the policy of university to abide by and follow federal and state laws. The personal pages of UCA's students, faculty and staff represent individual views and do not necessarily reflect the views and/or policies of the university. The university is not responsible for the content of these pages or any links that you may follow from this server beyond this point.

VI. Department and Individual Web Servers

The University of Central Arkansas maintains the university's Official Home Page on a specified server. All official university information is maintained on this server. The content is indexed and searchable.

Departmental, faculty and staff information is also maintained on the official server. However, departments and individuals may elect to run Web servers on other computers instead. In this case, the departmental ICP or other specified individual may request that a link be established from the official server to a remote, on-campus server.

To qualify for such a link, all applicable content and design standards must be followed. Also, the server must be up and running 24 hours a day. It must have a permanent IP address assigned to it. In addition, backups must be maintained by the individual or by the department so that service can be restored if necessary. Links from the official server are subject to removal if the department or individual server is unstable, out of service or not in compliance with university policy. Links from the official server will not be established to student Web pages on servers located off campus.

Web services on all remote, on-campus servers must adhere to all applicable content and design standards as specified in this document. Appropriate disclaimers must also be included. The university reserves the right to remove remote, on-campus services which do not comply with these standards regardless of whether links have been established from the official server. Web content of remote, on-campus servers is not included in the search engine found on the official home page. Web pages on these machines, however, may of course be indexed by search engines on the Internet.

VII. University Web Review Policy

The official Web home page or other prominent official Web page(s) must contain an e-mail link to the Director of Web Development.

Challenges to the posting of a Web page developed by a university student, staff, or faculty and linked to the university Web pages must be addressed to the Director of Web Development. If the Director of Web Development concludes that there is a likely violation of the acceptable use policy, the Director of Web Development will sever the links between university-affiliated Web pages and the Web page in question. If warranted in extreme situations, immediate action to temporarily discontinue network services to the specified individual prior to the review process may be taken.

If the author disputes this action, the Director of Web Development will convene a meeting between the author of the Web page in question, a representative from her/his constituency, and the department chair. At this meeting, the participants will resolve the issue by either deciding that the challenge does not warrant a change in the Web page, modifying the Web page, removing university links to the Web page, or removing the Web page from university servers.

If there is no unanimous resolution from this meeting, the Director of Web Development will call a meeting of the entire council for deliberation. Action on Web page review shall be determined by majority vote in the Web Advisory Council.

VIII. Procedure for Requesting Access

Departments and/or individuals seeking to publish on the university Web server must complete an authorization form and submit it to the Director of Web Development. The only purpose of the authorization form is to verify that the proposing department chair/designee or author has read and is aware of the policies set forth by the Web Advisory Council. The authorization form will be available through the Director of Web Development.

Internet Content Providers (ICPs) must abide by the Computer Use Policy set forth by Computing Services.

1. University Web pages which contain official university information are handled by The Director of Web Development who is responsible for content and image and who serves as a liaison to Computing Services on matters concerning technical issues and access.
2. Departmental pages are the responsibility of departmental ICPs. Each ICP is to request a departmental directory and an account from the Director of Web Development who will forward a copy of the request to Computing Services.
3. Individual staff and faculty obtain accounts through their departmental ICPs who request accounts on the Web server from the Director of Web Development who will forward a copy of the request to Computing Services.
4. Individual students may request accounts by contacting the Director of Web Development.
5. Web pages stored on remote on-campus servers and linked to the university Web pages are the responsibility of the department which maintains the server.

DEFINITIONS

Home page

Initial, entry, identifying page of a collection of pages for the university, individual departments, or individuals.

Internet Content Provider

An individual selected to be responsible for authoring Web pages for a university department, program or organization.

Official server

The server maintained by the university which contains the official University information.

On-campus, remote servers

All Web servers on campus, other than the official server.

System Administrator

Computing Services person who is responsible for the technical management of the university network.

Departmental Page Disclaimer

The standard disclaimer statement that must appear at the top of each university departmental home page.

University Individual Disclaimer

The standard disclaimer statement that must appear at the top of each individual home page.

Director of Web Development

Full-time university staff person that works closely with the Web Advisory Council and Computing Services to assist individuals to identify Web uses and material for inclusion among the university Web pages. This person also has overall responsibility for providing directory and access privileges on the official server and authorizes new links.

Web Pages

Pages developed by university students, staff, and faculty and linked directly or indirectly to a home page.

ATTACHMENT

Authorization Form

Departments and/or individuals seeking to publish on the university Web server must complete this form and submit it to the Director of Web Development in Buffalo Alumni Hall. The only purpose of this authorization form is to verify that the proposing department designee or author has read and is aware of the policies set forth by the Web Advisory Council.

PLEASE PRINT

Name

Title

Department

Phone Extension

Web Page type:

- Department Web Page Individual Web Page

I have received, read and understand the policies set forth by the Web Advisory Council, on behalf of the University of Central Arkansas. I agree that the Web page(s) I create will abide by these policies.

Signature Date

Director of Web Development

Date

Copy of this form sent to Data Center on

URL of Home Page

GUIDELINES

Web Page Content

1. Official University Web Pages

Suggestions, changes, additions, and/or updates of official University information are made by contacting the Director of Web Development

2. Departmental Web Pages

When writing departmental Web pages, the following points must be kept in mind:

1. How to represent the university department to the world.
2. What department information must be shared with the world?

3. What department information would be interesting and informative to potential Web surfers?
4. Which Web technologies to use in creating the departmental Web page(s)?
5. In what creative ways can the department information be displayed?
6. Can the department template, provided by the office of Web Development, be utilized?
7. Suggested items to include:
 - overview;
 - key benefits;
 - distinctions;
 - major/minor information;
 - courses;
 - faculty credentials, publications, and areas of research and expertise;
 - recognitions;
 - grants for special projects;
 - office hours and tutoring schedules;
 - selected student achievements
 - senior project descriptions;
 - related student clubs and activities;
 - upcoming special lectures and/or presentations;
 - summer research opportunities;
 - career and graduate school information;
- alumni status and/or quotes.

Web Page Guidelines

When planning and constructing a Web page, the department chair and/or ICP must keep the following in mind:

- review policies set forth by the Web Advisory Council;
- compile all desired text materials;
- plan a logical order of presentation (hierarchy);
- associate with text any graphics, audio and/or video pieces;
- create page(s);
- identify all necessary links to other pages;
- save all original information to disk for backup.

The department chair and/or ICP needs to review the Webpages for:

- accurate information;
- correct grammar;
- printable and readable hypertext;
- correct linkage.

Food Service Contract for 2008-09 (Board Policy No. 633)

The university has received from ARAMARK, Inc. (ARAMARK) a food service proposal for the 2008-09 contract year. The proposed contract provides for a daily rate increase of 4.5% for 2008-09. The proposed increase is required to cover food supplies and operating costs. At the request of the SGA, meal plans have been revised. Summer meal plans are now optional for 2008.

If the proposal is approved, the University will continue to contract with ARAMARK for the operation of campus food service. The commission percentages, which are shown in the following policy, remain the same for 2008-09, except for the C-stores, which have increased from 10% to 14%. Starbucks will be added in 2008-09 and the University's commission will be 7%.

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

“BE IT RESOLVED: That the Board of Trustees authorizes the administration to sign a one-year contract for the period of June 1, 2008, through May 31, 2009 with ARAMARK, Inc., at the rates shown in the following policy.

“BE IT FURTHER RESOLVED”: That the administration is authorized to sign a one-year contract with ARAMARK, Inc., for the operation of the campus food service areas 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 2008, through May 31, 2009.

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, 2008 through May 31, 2009, 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: Fees – Food Service Contract

Date Adopted: 3/94

Revised: Passim (most recent 2/07)

The following rates under the food service contract with ARAMARK, Inc., are approved for the 2008-2009 contract year. UCA will receive the commission listed below on the sales.

TERM INCREASE	MEAL PLAN	2007-08 Rates Per Day	2008-09 Rates Per Day	%
Fall & Spring 4%	Unlimited	\$6.32	\$6.60	4.
5%	15 Meal Plan	\$5.91	\$6.18	4.
5%	10 Meal Plan	\$5.68	\$5.94	4.
5%	8 Meal Plan	\$4.80	\$5.02	4.
220 Block	\$7.03	\$7.35	4.5%	
5%	135 Meals	\$5.02	\$5.25	4.

GROUP INCREASE	MEAL	2007-08 Rates Per Meal	2008-09 Rates Per Meal	%
Casual Meals 5%	Breakfast*	\$5.78	\$6.10	5.
9%	Brunch*	\$7.13	\$7.55	5.
9%	Lunch*	\$7.74	\$8.20	5.
7%	Dinner*	\$8.28	\$8.75	5.

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

Special Groups & 5%	Breakfast	\$4.02	\$4.20	4.
Summer Camps 5%	Brunch	\$4.90	\$5.12	4.
Lunch	\$4.90	\$5.12	4.5%	
Dinner	\$4.90	\$5.12	4.5%	

ROYALTY CHART:

Type of Sales	Commission Percentage
Off-Campus Special Groups – Camps	15%
Cafeteria – Non-Cash	12%
Cafeteria – Cash	18%
Chick-fil-A	10%
Pizza Hut	10%
Quizno's	7%
Java City	12%
Starbucks	7%
Commuter Meal Plans	12%
Inclining Balance	12%
Declining Balance	12%
Athletic Concessions – Football	15%
Athletic Concessions – Non-Football	12%
Catering	12%
*C-Store – Cash and DCB	14%

*Increase total C-Store Commissions from 10% to 14%

Room and Board Rates for 2008-09 (Board Policy No. 632)

The current room and board charge is \$2,300.00 per semester for a double-occupancy room and the 15-meal plan. An increase will be needed for the standard board plans to cover the increased costs of the ARAMARK contract. An increase is also recommended for the housing room rates. Both ARAMARK and the Department of Housing and Residence Life are working diligently to keep cost to a minimum. Housing increases are primarily related to utilities. The proposed increase in the basic food service plan is to cover the cost of food supplies and expanded food service options. The total proposed room and board rate for 2008-09 is \$2,370.00 or an overall increase of approximately 3.0%.

For the 2007-08 academic year, housing has experienced an annualized occupancy of approximately 92%. Housing applications are running similar to this time last year and it is expected that housing will continue to maintain a high demand for 2008-09.

Optional twelve-month housing leases for university apartments are being introduced for 2008-09. Additionally, apartment amenities and size vary greatly from one university apartment complex to another; a revised rate structure is being introduced to address the differences. At the request of the SGA, meal plans have been revised and summer meal plans have been introduced as optional for 2008-09. Students in university-owned or leased apartments will remain eligible for the declining balance plans during the summer months.

Family Housing Rental Rates for 2007-08

An increase is also recommended for the rental fee for family housing. The last increase in family housing occurred in 2002-03. The Department of Housing and Residence Life is working diligently to keep cost to a minimum. Housing increases are primarily related to the need to continue to maintain and upgrade housing facilities by making improvements/repairs.

The following resolution, as an amendment to Board Policy No. 632, was unanimously adopted upon a motion by Mr. Harding with a second by Dr. Chakales:

“BE IT RESOLVED: That the Board of Trustees approves the following schedule of room and board rates for the 2008-09 academic year, effective fall 2008, and summer conferences and summer terms as set out below for 2008, effective summer 2008.

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 632

Subject: Fees – Room and Board

Date Adopted: 3/94

Revised: Passim (most recent 2/07)

ROOM RATE SCHEDULE

Fall & Spring	2008-09	(Current)
Double Occupancy Room Rate semester (\$1,340.00)	\$1,360.00 per	
Private Room Rate semester (\$1,930.00)	\$2,030.00 per	
RA Room semester (\$1,360.00)	\$1,360.00 per	
Greek Room Rate semester (\$ 18.00)	\$ 22.00 per	
Apartment – Academic Year Double Room Rate		
Bear Village, Torreyson, Erbach, West Martin 1-20 semester (\$1,570.00)	\$1,670.00 per	
All other complexes semester (\$1,570.00)	\$1,570.00 per	
Apartment – Academic Year Private Room Rate		
Bear Village, Torreyson, Erbach, West Martin 1-20 semester (\$2,180.00)	\$2,380.00 per	
All other complexes semester (\$2,180.00)	\$2,280.00 per	
Twelve-Month Apartment Rates		
09 (Current)	2008-	
Apartment – 12 Month Double Room Rate		
Bear Village, Torreyson, Erbach, West Martin 1-20 (n/a)	\$2,020.00 per semester	
All other complexes semester (n/a)	\$1,920.00 per	
Apartment – 12 Month Private Room Rate		
Bear Village, Torreyson, Erbach, West Martin 1-20 semester (n/a)	\$2,680.00 per	
All other complexes semester (n/a)	\$2,580.00 per	
Summer Terms 2008		
Any Double Room Rate term (\$ 350.00)	\$ 350.00 per summer	
Any Private Room Rate (\$ 465.00)	\$ 465.00 per summer term	

Summer Conferences 2008

Youth Rate (Double) person/night (\$ 11.00)	\$ 11.25 per
Adult Rate (Double) person/night (\$ 15.25)	\$ 15.50 per
Adult Rate (Single) person/night (\$ 21.00)	\$ 22.00 per
UCA Student Groups person/night (\$ 6.80)	\$ 6.80 per
UCA Sponsored Groups (Double) (n/a)	\$ 9.25 per person/night
UCA Sponsored Groups (Single) (n/a)	\$ 14.50 per person/night

RENT FOR FAMILY HOUSING

Apartment	2008-09	(Current)
2003 Bruce #1	\$ 465.00	(\$ 465.00)
2003 Bruce #2	\$ 445.00	(\$ 445.00)
2003 Bruce #3, #4, #5	\$ 395.00	(\$ 395.00)
2005 Bruce	\$ 495.00	(\$ 445.00)
229 Elizabeth	\$ 495.00	(\$ 445.00)
Donnell Ridge (3030A,B) (3040 A,B)	\$ 550.00	(n/a)
Donnell Ridge (3020 A,B) (3044 A,B)	\$ 515.00	(n/a)
Caldwell Street Apartments		
1-Bedroom	\$ 435.00	(\$ 395.00)
2-Bedroom	\$ 515.00	(\$ 445.00)

BOARD RATE SCHEDULE

Fall & Spring	2008-09	(Current)
Unlimited	\$ 1,010.00 per semester	(\$ 960.00)
Any 15-meals per week + \$30 DCB	\$ 1,010.00 per semester	(\$ 960.00)
Any 10-meals per week + \$50 DCB	\$ 1,010.00 per semester	(\$ 960.00)
Any 8 meals per week + \$140 DCB	\$ 1,010.00 per semester	(\$ 960.00)
Optional Meal Plans		
220 Block Plan	\$ 1,090.00 per semester	(\$ 1,035.00)
135 Block + \$160.00 DCB	\$ 1,090.00 per semester	(\$ 1,035.00)
\$950.00 DCB*	\$ 900.00 per semester	(\$ 850.00)
\$600.00 DCB	\$ 600.00 per semester	(\$ 550.00)

*Students in the apartments purchasing the \$900.00 DCB will receive a \$50.00 bonus.

Acceptance of Legislative Audit Report 2006-07

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.

President Hardin expressed appreciation to Paul McLendon, Mary Kay Dunaway and other staff members for their outstanding work on the audit.

Following Paul McLendon's review of the audit report, the following resolution was unanimously adopted upon a motion by Mr. Roussel with a second by Mrs. Hinkle.

“BE IT RESOLVED: That the Board of Trustees accepts the audit report for the fiscal year 2007 as prepared by the Arkansas Legislative Audit Division.”

Student Refund Policy Modification (Board Policy No. 612)

This agenda item will be presented as a hand-out at the Board meeting.

Paul McLendon states this should be a rather fast policy change. Basically under our new software system, we've had to manually calculate student refunds and the process that we're asking change for is that for instance in the policy that you're looking at, it mentions a 75% rule of the total cost and we basically all we want to do is change that 75% to be applied to the difference between the level and number of credit hours they are taking. That allows the system to become automated, which requires a whole lot less manual labor. We had to recalculate over 400 different refund situations manually and by doing this the dollar figure really doesn't change other than minimally and it'll allow us to do an automated system.

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

“BE IT RESOLVED: That the Board of Trustees hereby approves the following amendments to Board Policy No. 612, “Student Withdrawal and Refund.”

Easements to the City of Conway

For some time, the University and the City of Conway have been discussing the development of a traffic circle at the intersection of Bruce Street and Farris Road. The plans for this traffic circle have been finalized and the city is requesting that the University grant easements on university-owned property at the southeast corner and at the northwest corner of the intersection to accommodate the traffic circle. A map is attached identifying the location of the traffic circle and the property to be subject to the easement. The UCA Foundation and Westgate Property Owners Association are also being asked to grant easements to accommodate the traffic circle.

At peak volume, the traffic at this intersection can get backed up significantly. The University and the city believe that a traffic circle will keep the traffic flowing and avoid congestion. The city has used traffic circles successfully in several other locations in town.

Following discussion, and upon a motion by Dr. Stanton with a second by Mr. Harding, the following resolution was unanimously adopted.

“BE IT RESOLVED: That the Board of Trustees authorizes the administration to execute the documents necessary to grant easements to the City of Conway on the southeast corner and the northwest corner of the intersection of Bruce Street and Farris Road for the development of a traffic circle at the intersection.”

EXECUTIVE SESSION

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

OPEN SESSION

Open session was unanimously declared upon a motion and second.

The following resolution was unanimously adopted upon a motion and second:

“BE IT RESOLVED: That the Board of Trustees hereby approves the salary adjustments and personnel appointments and resignations as presented in executive session.”

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

Mr. Randy Sims, Chair

Dr. Harold Chakales, Secretary