

The Board of Trustees of the University of Central Arkansas convened in regular meeting at 2:00 p.m. Friday, May 2, 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. Patricia Bassett
Mr. Scott Roussel
Dr. Mike Stanton

and with the following absent:

Mrs. Kay Hinkle

MINUTES

Minutes of the February 8, 2008, Board meeting and the April 10, 2008, specially called teleconference meeting were unanimously approved as submitted upon a motion by Mr. Roussel with a second by Mrs. Bassett.

INTRODUCTIONS AND ANNOUNCEMENTS

None

PRESIDENT'S REPORT

President Hardin reported on the following items:

Budget cuts for 2008-2009: \$4.5 million

Bond Rating: A2

Student enrollment for the fall semester will exceed 13,000

Tuition Increase

**I. STATEMENTS BY THE PRESIDENTS OF THE STAFF SENATE,
FACULTY SENATE AND STUDENT GOVERNMENT ASSOCIATION**

A. Shaneil Ealy, President, Staff Senate

Spring Board Meeting

May 2, 2008

2:00 pm

Members of the Board, President Hardin, and Members of the President's Staff, thank you for allowing me to address you on behalf of the incredible staff of UCA. What a journey it has been for me to serve as President of Staff Senate. This year, staff senate celebrates its 25th year in existence. The Board of Trustees approved the senate in 1983 with the objectives to: provide a process for staff to transmit their interest and needs of staff, to maintain line of communication with faculty and administration so assistance may be given in setting and achieving goals for the university, to establish lines of communication with other organization on campus and establish objectives that will further the cause of the university. The senate was formed to give staff a voice in the development of policies that affect them directly and indirectly. Thank you for allowing that voice to be heard today.

Although the staff senate has done some great things this year such as raising money for scholarships, forming a young professionals organization that allows senior staff to provide guidance to the younger professionals, and coordinating all of the social events, I would like to

focus my comments on the present concerns of staff within the 5 minute time allowance.

The first item I would like to address is the request for an increase in the graduate tuition remission for employees. Currently, UCA employees pay 50% of tuition and fees for graduate courses and 20% for undergraduate courses. We are proposing that the graduate remission is raised to 80%.

Our research has shown that this is more than comparable to what our peer institutions offer employees in terms of tuition benefits. As an educational entity, we pride ourselves on educating the state, which in turn elevates the economic development of state. We need to start with our educating our own. The center of learning is not only for the outside world, but should be promoted from within university as well. While the cost of this benefit is minimal to the university, it is significant to the employees and would serve as an incredible morale booster. We hope the board will take this request into serious consideration for the fall.

The second concern I would like to address is the staff senate scholarship fund. The senators usher at athletic events and performances to raise money for scholarships for staff and dependents that attend UCA. This year, the senate was asked to expand our scholarship requirements to accommodate those staff seeking vocational and other professional training. Some of these trainings are for professional development while other trainings are for certifications that make staff eligible to apply for positions of higher grade levels. While the senate certainly wants to

support these requests, we can only volunteer for so many games and performances that will provide money for our scholarship funds.

Oftentimes, President Hardin, your office is asked to sponsor meals for the Holiday Feast and the UCA Picnic so that employees may attend for free or at a reduced cost. While the social activities are important, we believe that we need to shift our focus to provide opportunities for staff to advance in their career. We hope that you will continue to support us in that endeavor.

Of course, the number one concern of staff is the possibility of not receiving a cost of living adjustment or the delay thereof. President Hardin, you addressed the faculty and staff during the Employee of the Year Ceremony and stated that you would spend “every waking moment” fighting for raises for UCA employees...and I believe you. We all know with the rising cost of gas and commodities, the 2% cost of living adjustment is not sufficient, but it is certainly well deserved. President Hardin, while you are spending your time fighting for us, THE UCA STAFF WILL continue:

1. to provide excellent customer service, the most impressive housing, and best advising to the brightest students in state
2. to provide the top of the line professional development and continuing education opportunities to our local businesses, school districts, and community leaders

3. to recruit the finest undergraduate and graduate students from the US and abroad into our programs
4. to train the most talented athletes and provide our students with the career counseling that prepares them for success in the real world
5. and last, but not least we will continue to maintain the prettiest campus in the state.

Once again, thank you for allowing me to address you on behalf of the staff today.

B. Ed Powers, President, Faculty Senate

Address to the UCA Board of Trustees

May 2, 2008

Mr. Sims, Ladies and Gentlemen of the Board, President Hardin,

Thank you for allowing me a brief moment to share with you highlights of UCA Faculty and Faculty Senate activities over the past academic year.

Faculty committees and the Faculty Senate have worked this year on many interesting issues including:

Revising the academic misconduct policy for students at UCA: we believe we have developed a policy that will better ensure academic integrity across the courses we offer.

Improving funding for faculty development and research dissemination: We have developed a proposal to ensure a better level of funding critical to building and keeping a strong faculty.

Improving the technology base for faculty members: we have evaluated some of the most pressing problems plaguing our technology infrastructure: we are in the process of developing cost-effective solutions for keeping computer and internet resources fresh and reliable.

Improving technology training and services for instruction in and out of the classroom: we have evaluated many of the dilemmas we have in supporting the information technology needs related to instruction at UCA. We are in the process of developing re-organization plans and other solutions for keeping faculty well-trained in the use of technology and for ensuring greater confidence in IT support for teachers and students.

Creating guidelines for Concurrent Enrollment that promise to be a model of quality for the entire state: our Concurrent Enrollment Policy Committee has worked diligently to create guidelines that will help UCA to participate in concurrent enrollment initiatives without sacrificing the quality of instruction and without sacrificing the excellence in education that is the hallmark of UCA courses.

As outgoing president of the Faculty Senate, I would like to thank President Hardin for his continued efforts to include faculty members in decision making processes. My experiences dealing with representatives from other universities suggest to me that faculty governance is stronger on this campus... that faculty voices have more of an impact at UCA than at any other state-assisted school.

On one final note I must register a concern:

The faculty is concerned about budget cuts. The last time I spoke to this body, faculty members felt as though they were barely able to meet the needs of their students with the available budget.

At the beginning of this academic year, faculty members were struggling to meet the requirements of their disciplines with the available resources.

At the beginning of the academic year, department chairs were complaining about difficulties hiring the types of scholar-teachers that make the difference at UCA – because we were unable to promise necessary support for research and scholarship.

However, with budgets cuts pending...?

Good, basic education is expensive. Quality education is more expensive. As I mentioned in the Fall: we have a good faculty, we have good programs, we develop good students. We are on the brink of something even better. However, without more funding we might lose the progress we've gained. We might even fall behind.

This would be a shame.

C. Haley Heath, President, Student Government Association

Electronic Copy of Report Unavailable

SGA Accomplishments as reported by Haley Heath:

The new 24-hour study room has been very successful, during finals week the room was packed and the students really enjoyed it.

SGA succeeded in changing the discipline policy for freshmen involving alcohol offenses, moving it from parent notification at the first offense to after the second offense, which students felt was more in line with some other universities.

SGA acquired a commitment from the administration to change the student insurance policy, lowering the current \$3000 deductible to \$300 and offer more buy-in times than the current three times per year.

SGA is recommending one policy to cover all students, because the current policy for international students is not accepted by local doctors and requires the students to pay at the point of service then receive reimbursement.

Housing Department now offers students a 12-month lease, so students working in Conway during the summer months no longer have to move out of their dorm room. SGA also successfully sought installation of peep holes and latch locks in all residence hall and apartments to increase safety and security.

Successfully sought change in Meal Plans offering more flexible plans for upper classmen.

Developed a student polling system to increase student involvement for resolutions.

Developed “Dorm Storming” before football games and ran shuttles from the apartments to the football games to increase student participation.

SGA Policy Revisions: To spend from the reserve account now requires a $\frac{3}{4}$ vote rather than $\frac{2}{3}$ vote; and a constitutional change requires the vote of the entire student government rather than just a committee recommendation. The changes are intended to increase accountability and responsibility.

SGA paid for their new office space, Student Center 208. (Along with help from President Hardin’s budget.)

Donated \$10,000 to Alumni Circle Project.

SGA Goals and Recommendations as reported by Haley Heath:

Change the grade forgiveness policy to include “Bs” and “Cs” instead of only “Ds” and “Fs”. A “C” grade could be reviewed by a committee and if they felt that it was warranted the student could be allowed to re-take the class through grade forgiveness. The students feel this policy change would be a compromise between

the concerns of the faculty to maintain the academic integrity of UCA, and the students.

SGA with the assistance of Mr. Williams have developed a long-range planning committee for the Student Center. The students envision changing the facility to a Student Union with more recreational facilities and an auditorium, and ask the Board of Trustees to add that consideration to the 10-year plan.

Implement an Emergency Alert System for the campus.

Develop a system with the University Police where students can pay fines on-line.

Change the University's definition of "minority". The current Office of Minority Services defines "minority" as students of color. SGA recommends changing it to a Multi Cultural Center similar to some other universities, and include working women, students of different sexual orientations and of different religions.

SGA requests that tuition and fees remain as low as possible and that the Student Services budget not have cuts at a higher rate than other budgets.

ACTION AGENDA

New Program: Post-Master's Certificate in Nursing

In spring 1998 the Department of Nursing proposed offering certificates for master's-prepared nurses who wish to obtain an additional specialization or for nursing students enrolled in graduate nursing courses that would be in addition to their degree plan. All appropriate councils and administrators recommended approval of the graduate/post master's nursing certificates. At that time, the Arkansas Department of Higher Education (ADHE) did not recognize graduate certificates, so the matter was not brought to the UCA Board of Trustees, consistent with university academic procedures.

In 2000 ADHE began to recognize graduate/post-master's certificates. Therefore to be in compliance with ADHE policies, the Post-Master's Certificate in Nursing – with tracks in Adult Nurse Practitioner, Family Nurse Practitioner, and Nurse Educator – are brought to the UCA Board of Trustees for approval. Consistent with UCA and ADHE requirements, the certificate is a minimum of 12 graduate credits and academically prepares the graduate student to take the certification examination for advanced practice or nurse educator. The specific course of study varies depending on each student's previous master's degree, experience, and desired certification.

Obtaining ADHE recognition for the post-master's certificate will allow the graduate credit generated and the certificates awarded to be reported to ADHE and credited to UCA. Student interest in the certificate is growing. Nine students have completed the post-master's certificate curriculum, and five students are currently enrolled.

The Post-Master's Certificate in Nursing has been approved by all appropriate councils and administrators.

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 approves the Post-Master's Certificate in Nursing, with three tracks – Adult Nurse Practitioner, Family Nurse Practitioner, and Nurse Educator.”

Reconfiguration of Existing Degree Program

The College of Health and Behavioral Sciences and the Department of Family and Consumer Sciences propose a reconfiguration of the existing BS degree program in general Family and Consumer Sciences into separate degree programs based on the existing program's areas of concentration:

- BS, Family and Consumer Sciences
- BS, Nutrition
- BA and BS, Interior Design

The Nutrition curriculum is accredited by the Commission on Accreditation for Dietetics Education of the American Dietetic Association. The Interior Design curriculum is accredited by the Council for Interior Design Accreditation and is approved under UCA's accredited membership in the National Association of Schools of Art and Design.

The reconfiguration will allow all three existing program areas to continue developing as distinct disciplines and will ensure that students who graduate from the programs are recognized for their particular academic preparation, skills, and credentials. The reconfiguration will require no additional financial or human resources.

The proposed reconfiguration has been communicated through the university's curriculum process and recommended by all appropriate administrators.

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 reconfiguration of the BS in Family and Consumer Sciences as (1) the BS in Family and Consumer Sciences, (2) the BS in Dietetics, and (3) the BA/BS in Interior Design.”

REVISED

General Registration and Other Fees (Board Policy No. 630)

The administration proposes the following mandatory tuition/ fees:

| | <u>2007/08</u> | <u>2008/09</u> |
|---|-----------------------|---------------------------|
| Undergraduate General Registration | \$161.00 | \$170.00 (5.6% Increase) |
| Graduate General Registration | \$201.00 | \$210.00 (4.48% Increase) |

Other Mandatory Fees (Per-Hour) (Undergraduate/ Graduate)

| | | |
|---------------------------------------|----------|--------------------------|
| Athletics | \$ 12.00 | \$ 13.00 (\$14 in 09/10) |
| Cooperative Education | \$.50 | \$.50 |
| Facilities/ Infrastructure | \$ 9.00 | \$ 9.00 |
| Fine/Performing Arts | \$ 2.00 | \$ 2.00 |
| HPER (Health, Phys. Ed. / Recreation) | \$ 4.00 | \$ 4.00 |
| Student Center | \$ 4.00 | \$ 4.00 |
| Technology | \$ 7.50 | \$ 7.50 |

Out-of State

| | | |
|---------------|----------|----------|
| Undergraduate | \$161.00 | \$170.00 |
| Graduate | \$201.00 | \$210.00 |

Other Mandatory Fees (Per Term)

| | | |
|---------------------------------------|----------|----------|
| Assessment (Undergraduate only) | \$ 5.00 | \$ 5.00 |
| Health Services (Note 1) | \$ 65.00 | \$ 65.00 |
| Publications (Note 4) | \$ 6.00 | \$ 6.00 |
| Radio Station (Note 4) | \$ 5.00 | \$ 5.00 |
| SAB (Student Activity Board) (Note 2) | \$ 8.00 | \$ 8.00 |
| Student Activity (Note 3) | \$ 13.50 | \$ 13.50 |

Explanatory notes:

| | Fall/Spring | Intersession | Summer | 10 wk Week |
|-------------------------------------|-------------|--------------|---------|------------|
| Note 1: Health Service Fee | \$65.00 | \$32.50 | \$32.50 | \$65.00 |
| Note 2: SAB | \$ 8.00 | \$ 0 | \$ 1.50 | \$ 3.00 |
| Note 3: Student Activity (8+ hours) | \$ 13.50 | \$ 3.50 | \$ 3.50 | \$ 0 |
| Student Activity (1-7 hours) | \$ 3.50 | \$ 0 | \$ 0 | \$ 3.50 |

Note 4: Publications and Radio Station Fees are charged fall and spring semesters only.

Note 5: The per-hour fees will be charged for each credit hour taken.

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 adopts the above revisions to Board Policy No. 630, “General Registration and Other Fees”, effective fall 2008.”

Fees – Academic Outreach (Board Policy No. 631)

Board Policy number 631 establishes fees for outreach activities offered through the Division of Academic Outreach and Extended Programs. In response to the needs of students, the University offers more courses via on-line delivery. A fee of \$25.00 per credit hour for on-line courses is recommended to help compensate for the costs of faculty time and the technology involved in developing and providing these courses.

An additional change in the policy is the deletion of an outdated statement regarding concurrent credit fees. High school students enrolling in classes for concurrent credit through Academic Outreach and Extended Programs, or their school district, will pay general registration fees and other fees specified in the partnership agreement, consistent with applicable university policies and state laws and regulations.

These changes have been recommended by all appropriate committees and administrators.

The following resolution was unanimously adopted upon a motion by Mr. Harding with a second by Mrs. Bassett.

“BE IT RESOLVED: That the Board of Trustees hereby approves the following revision to Policy No. 631, “Fees – Academic Outreach.”

Administrative Policies

Series: 600

Policy Number: 631

Policy Name: Fees - Academic Outreach and Extended Programs

Adoption Date: 12/75

Revision Date: 8/89, 4/90, 4/92, 3/93, 3/94 5/95, 8/96, 8/97, 2/00, 8/00, 05/01, 8/01, 3/02, 11/02, 2/04, 5/05, 5/06, 8/06

Policy Text:

Off-Campus Credit Classes

Students enrolling in off-campus credit classes offered through the Division of Academic Outreach will pay the general registration fee, facility fee, and technology fee based on the current Board approved rates for regularly enrolled students as provided for in Board Policy No. 630. In addition to the fees listed above, students enrolling in off-campus credit classes offered through Academic Outreach will pay a special division fee, called an academic support fee, of \$22.00 per credit hour. Students enrolled in Academic Outreach courses may pay an additional support fee necessary to cover the costs associated with serving remote locations as provided for in Board Policy No. 648.

On-Campus Credit Classes

Students enrolling in on-campus credit classes offered through Academic Outreach will pay the general registration fee and all mandatory fees at the same rates for regularly enrolled students as provided for in Board Policy No. 630.

On-Line Instruction Fee

Students enrolling in on-line courses will pay a technology fee of \$25.00 per semester credit hour. This on-line instruction fee is in addition to any general registration or other mandatory course fees.

~~Concurrent Credit Classes~~

~~High school students enrolling in classes for concurrent credit through Academic Outreach will pay one half of the general registration fee or other fee(s) specified in the delivery agreement.~~

Off-Campus and On-Campus Credit Classes

If a student is enrolled in off-campus or on-campus undergraduate Academic Outreach classes, these hours are included in the calculation to determine the maximum charge. Students enrolled in health sciences classes offered through Academic Outreach, either on campus or off campus, will pay the same per credit hour health sciences course fee as students who are enrolled in regular on-campus health science classes as provided for in Board Policy No. 639.

Grant-Funded and Institute Classes

Students enrolled in grant-funded classes and classes connected with institutes offered through Academic Outreach will pay only the general registration fee or other fee(s) required to meet funding criteria.

Contract Training and Not-For-Credit Service Fees

The administration is responsible for establishing fees and charges for contract training and not-for-credit events and services that the Division of Academic Outreach originates and sponsors.

Late Payment on External Contracts

The Division of Academic Outreach may impose a ten percent late payment fee on contracts with external agencies, groups, or individuals that fail to pay their bills within thirty days of the date of billing.

Alumni Association Discount

UCA Alumni Association members enrolling in non-credit courses originated by Academic Outreach will receive a 40% discount.

VII. ACTION AGENDA

E. Action Item- Fees-General Administrative (Board Policy No. 634)

The staff and administration of the university have reviewed the process for adding or dropping courses and for a complete withdrawal from the university. It has been determined that this process can work more efficiently for students and for staff if there is no fee each time a student requests a class schedule change or withdraws from the university. This change will reduce the number of locations a student must visit to add or drop a class.

The increase in the general registration fee for 2008-09 does include a factor that offsets the loss of this revenue.

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 hereby approves the following revisions to Board policy No. 634 “Fees – General Administrative.”

Administrative Policies

Series: 600
Policy Number: 634
Policy Name: Fees - General Administrative
Adoption Date: See Below
Revision Date: See Below
Policy Text:

Graduation Fees - Adopted 4/92

Undergraduate Degree \$30.00
Graduate Degree \$40.00

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

The late registration fee is \$25.00.

Late Payment Fee - Adopted 3/02

The late payment fee is \$25.00

~~Drop/Add Fee - Adopted 4/85 Revised 5/06~~

~~The drop/add fee is \$10.00.~~

~~Withdrawal Fee - Adopted 5/06~~

~~An administrative charge of \$40.00 will be assessed for students who withdraw from all credit hours during any term.~~

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

An application fee of \$25.00 will be charged for domestic graduate students (Masters, Specialist and doctoral) and \$40.00 for international graduate students (Masters, Specialist and doctoral) effective with the Fall semester, 1998.

Academic Transcript Fee - Adopted 5/91

The academic transcript fee is \$4.00 per copy, or \$6.00 per copy for same day service.

Returned Check Fee - Adopted 5/91

A fee of \$15.00 will be charged for each returned check.

Post Office Box Fee - Adopted 5/91

4 x 5 box \$ 5.00 per semester

5 1/2 x 6 box \$20.00 per year

6 1/2 x 11 box \$20.00 per year

4 x 5 box \$ 3.00 per summer term

College Specific Fees (Board Policy No. 639)

The university administration has reviewed the cost to produce student semester credit hours in each academic sector. That review included the following components:

- Faculty salaries
- Supplies and operational items
- The cost of facilities

The review noted three colleges where the operational costs exceeded the university average operational costs to produce a student semester credit hour. The primary cost drivers behind the School of Natural Science and Mathematics and the School of Health and Behavioral Science were operational supplies and facility costs and in the School of Business Administration the primary driver was salaries.

The cost of science facilities are especially high due to the space requirement per-student for labs and the fact that those facilities cost up to \$100 more per square foot than a standard classroom facility. The salaries in the School of Business Administration were higher on average due to the market competition between educational communities and commercial enterprises. This competition has led their salaries to a level that is 40% greater on average than the next highest college.

It is critical that the university be able to provide the necessary funding to make facility additions and improvements and to be able to recruit quality faculty.

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

“BE IT RESOLVED: That the Board of Trustees hereby approves the following modification to Board policy No. 639, “Fees – College Specific Fees.”

Series: 600
 Policy Number: 639
 Policy Name: Fees – College Specific Fees ~~Health and Behavioral Sciences~~
~~Adoption Date:~~
 Revision Date: Passim (most recent 5/08)
 Policy Text:

A. Health and Behavioral Sciences

I. Application Fee

In addition to other applicable fees, the following non-refundable application fees will be collected from students applying to the programs identified. UCA students enrolled as full-time students at the time of application or who were enrolled as full-time students in the immediately preceding semester will be exempt from the application fee listed below.

| Program | Application Fee |
|--------------------------------|------------------|
| Speech-Language Pathology (MS) | \$25.00 |
| Occupational Therapy (BS) | \$50.00 |
| Physical Therapy (DPT) | \$50.00 |
| Nursing (BSN-\$50)(MSN-\$25) | *\$50.00/\$25.00 |

*Graduate School already assesses a \$25.00 application fee.

II. Health Sciences Fee - effective Fall of 2008

Students enrolled in Health and Behavioral Science courses ~~physical therapy, occupational therapy, nursing, speech language pathology, dietetics, and athletic training~~ will be assessed a special course fee, called a Health Sciences Fee, of ~~\$11.00~~ \$14.00 per credit hour for courses as designated by this college.

III. Laboratory Fees – Effective June 1, 2005

A laboratory fee of \$5.00 per credit hour will also be assessed in designated courses. These funds will be deposited in an account for the department which generated the fee.

B. Natural Science and Mathematics – effective Fall of 2008

Students enrolled in Natural Science and Mathematics courses will be assessed a special course fee, called a Natural Science and Mathematics Fee, of \$7.50 per credit hour for courses as designated by this college.

C. Business Administration – effective Fall of 2008

Students enrolled in Business Administration courses will be assessed a special course fee, called a Business Administration Fee, of \$12.00 per credit hour for courses as designated by this college.

Role of Athletic Programs (Board Policy No. 800)

Summer Athletic Camps (Board Policy No. 803)

The Athletic Department has requested that two of its policies be revised as a part of the move to Division I to reflect that all activities associated with the Athletic Department will comply with NCAA, conference and university policies.

Specifically, the Athletic Department requests that Board Policy No. 800 be amended to add the following language at the end of the policy. “The Board of Trustees fully supports compliance with all NCAA, Southland Conference and University policies.” The Athletic Department also requests that Board Policy No. 803 be amended to add the following language at the end of the policy. “The Camp Directors and Athletic Compliance Staff will meet to ensure all NCAA, Southland Conference and University policies are followed.”

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

“BE IT RESOLVED: That the Board of Trustees adopts the proposed revisions to Board Policy Nos. 800 and 803 as described above.”

Series: 800
Policy Number: 800
Policy Name: Role of Athletic Programs
Adoption Date: 5/92
Revision Date:
Policy Text:

The Board of Trustees adopts the following statement of the role of athletic programs for the University of Central Arkansas:

Varsity and intramural athletic programs play a significant role at the University of Central Arkansas. They provide students with valuable extra-curricular activities and other individuals and groups with an important sense of community.

Individuals who participate in collegiate athletics must be, first and foremost, students, subject to the same privileges and requirements as other students. As members of the University community, they should not be segregated by policy or practice from others in the student body, in housing accommodations or otherwise. Athletic events and activities should, to the extent possible, be scheduled to avoid conflict with academic programs and requirements.

Although athletic programs may open professional opportunities for some students, the recreational and social aspects should predominate at the varsity level. The University and its athletic programs should avoid excessive emphasis upon winning and should give all students reasonable opportunities to participate in either varsity or intramural events.

Athletic programs are significant activities for all segments of the University community, and each segment may be appropriately involved in various aspects of their operations. In all instances, however, the University should ensure that rules and regulations are scrupulously followed and that the programs and activities are consistent with the University's academic mission.

The Board of Trustees retains responsibility for the policies under which athletic programs operate, and the President is primarily responsible for administration. However, the faculty, staff and students should also be closely involved in the development of policy and in the periodic review of program operations.

Administrative structures which would allow athletic programs to operate outside the University's normal rules and procedures of governance should not be allowed to develop. The focus of the programs should be upon the University community rather than upon entertainment of large audiences unaffiliated with the University.

The Board of Trustees fully supports compliance with all NCAA, Southland Conference and University policies.

Series: 800
Policy Number: 803
Policy Name: Summer Athletic Camps
Adoption Date: 4/77
Revision Date: 8/89, 3/90, 3/91, 8/95
Policy Text:

Policy on Summer Athletic Camps

Members of the University athletic staff are invited to develop and conduct athletic camps for junior and senior high school students utilizing University facilities during summer months. There are three primary purposes for developing such activities.

1. As a public service to youngsters throughout the state by providing intensive instruction in athletic skills.
2. As a source of supplementary income for the members of the athletic staff who develop and conduct these programs.
3. As a supplemental source of income for the athletic department of the University.

The summer athletic camps involve no conflict of interest with the mission and purpose of the University of Central Arkansas. They will bring to the campus a significant number of persons who are potentially future students who might tend to enroll at the University as a result of their exposure to its facilities and its personnel while engaged in these activities. The summer athletic camps will generate funds to be paid to the University of Central Arkansas for housing, meals, and for the use of other institutional facilities and resources which will produce significant revenues in support of the auxiliary functions of the campus.

The camp director will have the administrative responsibility for the camp including recruitment, selection of staff, organization of the program, and oversight of the day-to-day activities of the camp.

The athletic director will be responsible for coordinating dates and establishing cost factors for each camp.

Essential and fixed costs of operation of the camp will be developed in detail between the athletic director and the camp director no later than April 15 of each year. These costs will include room and board charges to the participants, salary scale for the camp staff, a salary for the camp director, costs of advertising and enrolling campers, and the costs of any items to be given to campers. From these essential and fixed costs a fee for each camper for each camp will be established.

The University can assume no responsibility for underwriting the cost of these camps. Therefore, if sufficient campers are not enrolled one month prior to the beginning of the camp to offset the fixed costs the camp will be cancelled.

An accounting will be made at the conclusion of the camp to determine the income over and above the established and fixed costs. That profit will go to the operating budget of the athletic department. The income to the athletic department will be assigned to the budget of that sport for which the camp was held.

All summer athletic camp activities conducted on the University campus are to be coordinated and scheduled through the Master Calendar Office in the Division of Continuing Education.

Employees of the University are to participate in the summer athletic camps for compensation only after they have discharged fully their employment responsibilities to the University.

The Camp Directors and Athletic Compliance Staff will meet to ensure all NCAA, Southland Conference and University policies are followed.

Board Policy No. 342, “Collection Management Policy”

In recognition of its centennial, UCA created The Public Art Committee in 2007. Its charge is to make recommendations for the acquisition, placement, and maintenance of works of fine and decorative art on campus.

The Public Art Committee commissioned a Collections Management Policy: a document that would outline responsibilities and guidelines per the committee charge. The policy has been written and provided to the university legal counsel.

The policy has been evaluated with a self-study, provided by a grant from the Museum Assessment Program in Washington, D.C.** The guidelines of the grant require that the university’s governing authority, the Board of Trustees, is aware of the policy and the self-study. It also requires that the chairman of the governing authority co-sign the self-study before it is submitted for review on June 1, 2008.

The Public Art Committee requests that the chairman of the UCA Board of Trustees co-sign the self-study. Once it is returned, the national MAP office will assign a peer reviewer to UCA who will read the self-study and visit UCA to assess the effectiveness of our policies and procedures in caring for art works on campus, and outline next steps in that process. Fees and expenses for the peer reviewer are provided for by the grant.

The Public Art committee requests that the Board of Trustees resolve to adopt the UCA Public Art Collection Management Policy as the document that will guide decision-making for art works on the UCA campus. The policy will be publicized, administrated, and monitored by The Public Art Committee, chaired by Dr. Gayle Seymour, Associate Dean of the College of Fine Arts and Communication.

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

“BE IT RESOLVED: That the Board of Trustees hereby authorizes the Chair of the Board to co-sign the self-study document to be presented to the Museum Assessment Program; and

BE IT FURTHER RESOLVED: That the Board of Trustees adopts the following policy as Board Policy No. 342, “Collection Management Policy.”

**The grant was awarded to the Friends of the Baum Gallery, through the UCA Foundation, Inc., in support of the work of The Public Art Committee. Members of the MAP grant Task Force have included representatives from the Board of Trustees, the UCA Foundation, the College of Fine Arts and Communication, the Department of Art, the Baum Gallery, and friends and alumni of the university.

UCA Public Art Committee
Collections Management Policy

April 2008

Appendix

Addendum A

Descriptions of Specified University Collections

I. College and Departmental Specified Collections

A. College of Fine Arts and Communication Collection

Collection Director: Dr. Gayle Seymour, Associate Dean

Gene Hatfield Art Collection Fund: oil, acrylic, and watercolor paintings with

some mixed media assemblages: 175 by Hatfield himself, 69 by

Arkansas artists

Public Art Collection: 6 pieces of outdoor sculpture including known artists

and generic multiple-cast bronzes

B. College of Liberal Arts Collection

Collection Director: Dr. Maurice Lee, Dean

Riddick Pre-Columbian Collection: ceramic figures, masks, and vessels

II. University Entity Specified Collections

A. Torreyson Library Art Collection

Collection Director: Dr. Art Lichtenstein, Library Director

The Dorris Curtis Painting Collection: approximately 80 watercolor, acrylic,

and oil paintings by the donor

The Curtis African Art Collection: approximately 70 wooden relics and

small sculptures

B. Baum Gallery of Fine Art Collection

Collection Director: Barbara Satterfield, Baum Gallery Director

Permanent Collection: approximately 255 works of contemporary art —

prints, photographs, ceramic, paintings, and sculpture

Education Collection: approximately 15 works by students and unknown artists — photography, drawings

Addendum B

Designations for Original Works of Art

The UCA Collections Management Policy defines an original work of art as one that is:

- Created by an artist who is professionally recognized by one or more of the following methods: reputable commercial gallery representation; critical art journal or major newspaper reportage; active exhibition record; art historical significance, and so forth;
- Unique to a single originator, or to a partnership or group creating in a recognized format, genre or art historical era/approach; and
- One or more of a series created by a multiple process in a limited edition. Each multiple is signed, dated, and numbered by the artist or the artist's designee. An edition is considered limited when total prints do not exceed: 200 prints/photography, 300 prints/press prints, 300 prints/digital, 50 casts/bronze, aluminum, resin, ceramic, or fiberglass.

Addendum C

Collections Management Policy Information Request Form
UCA Public Art Committee

Inquiries regarding works of art, donations or purchases, or the university collections management policies will be processed with reasonable diligence.

To file an inquiry, please complete this form and fax it to: 501.450.3696.

Request Date _____

Date Rcvd _____

Office Use Only

I write to request information regarding:

_____ the university collections management policy

_____ the Public Art Committee

_____ a work of public art on the university campus

_____ a work of public art available for donation or purchase

_____ a work of fine or decorative art available for donation or purchase

_____ a work of fine or decorative art that is currently in a specific collection

_____ a work of fine or decorative art currently being considered for a collection

_____ a work of fine or decorative art that is available for direct donation to

university faculty or staff, or a university department or entity

Write the details of your inquiry below. If more space is necessary to complete your request, please fax a second sheet identified with your name.

Name: _____

Mailing Address: _____

Telephone(s): _____ Best Contact Time: _____

Email: _____

Addendum D

UCA Guidelines for Donation of Art Works

Introduction

The University of Central Arkansas Collection exists to enhance the educational mission and enrich the built environment of the university. The Public Art Committee is charged by the University to make recommendations regarding the acquisition, placement, and maintenance of the Collection on campus. At no time may a university committee, collections director, or UCA Foundation, Inc., staff, or university faculty or staff member offer formal written appraisals for objects that are under consideration for acquisition or donation. The UCA Foundation, Inc. has fiduciary responsibility for the Collection until the Foundation and The Public Art Committee agree to assign items to specific college or departmental special collections, the Torreyson Library Collection, or the Baum Gallery of Fine Art Collection, at which time said items become the property of the Trustees of the University of Central Arkansas. The University Collections Management Policy and gift policies adopted in 2007 by the UCA Foundation, Inc., conform in purpose and intent to responsibly address management of art works as educational and financial resources of the university.

ALL GIFTS OF ART: NOTICE GIVEN

All reasonable care and available resources will be dedicated to securely exhibiting and caring for gifts of art work; however, individual works are not assigned a specific rider for insurance purposes (with the exception of the Baum Gallery of Fine Art or the Torreyson Library Art Collection), and are not covered under standard building and contents damages provided by the Risk Management Division of the Arkansas Insurance Department. Neither the University nor the UCA Foundation is responsible for damage to, or theft of, donated works of art.

Procedure:

- UCA Foundation staff review "Works of Art" packet with donor.
- The Foundation prepares a draft "Deed of Gift" for the donor, attaching one copy of the purchase title, a statement of fair market value*, a brief summary of ownership history (provenance), and a photograph of the object.
- The executive committee of The Public Art Committee reviews the "Deed of Gift" to determine alignment of the gift with collection goals and objectives, and to establish a reasonable financial commitment to provide for gift maintenance.
- UCA Foundation informs donor in writing of Committee decisions and recommendations.

- If necessary, the Foundation will prepare, and the donor will co-sign, an addendum to the Deed of Gift that identifies the donation amount to be applied to gift preparation and/or maintenance.
- UCA Foundation provides a Letter of Acceptance to the donor and the Public Art Committee.

*Gift with fair market values of more than \$5,000 must be accompanied by an appraisal determined by a qualified independent appraiser, as required by the IRS. Gifts of \$5,000 and less must have one of the following:

- An appraisal determined by a qualified independent appraiser.
- A bill of sale (sales tax excluded).
- An invoice and a copy of the check or personal credit card statement showing payment (sales tax excluded).
- A statement of value determined by a qualified expert on the faculty or staff of the institution, excluding those at the institution whose fund-raising totals are directly affected by the gift.
- A statement provided by the university for a charity auction, identifying the purchaser's winning auction bid.

Conditions for Acceptance: Gift Will Meet One of Three Purposes

Gifts of Art Work for Educational Purposes

The University of Central Arkansas and the UCA Foundation, Inc., accept gifts of art work for educational purposes on behalf of library, museum, and departmental collections. In order to efficiently manage, utilize, and preserve such works of art, the University and the UCA Foundation accept unrestricted gifts. Acceptance, collection assignment, placement, and exhibition of art works for educational purposes are the purview of The Public Art Committee. Before art work is accepted for educational purposes, it will:

- be an original work of art or an object significant to educational goals and objectives according to its quality and function (See Addenda A and B)
- have adequate documentation to prove clear title and transparent provenance: works of art in potential conflict with the UNESCO Convention, NAGPRA, or national protection acts may not be considered for acceptance (See Addendum F)
- be of sufficient condition to withstand study, interpretation, and periodic installation in an exhibition or classroom setting
- be exemplary of the UCA Collections Management Policy "Acquisitions" objectives for works of art accepted for the educational edification of the UCA community (Section VI, CMP)
- be accompanied by sufficient assets necessary to, and available for, its acceptance, possible accessioning, maintenance, exhibition, storage, and conservation

- be reviewed by The Public Art Committee, in cooperation with campus stakeholders, before being accepted for transfer to a designated campus collection (See Addendum A)

Gifts of Art Work to Enrich the Built Environment: Public Art

The University of Central Arkansas and the UCA Foundation, Inc., accept gifts of public art to enrich the built environment. In order to efficiently manage, utilize, and preserve such works of art, the University and the UCA Foundation accept unrestricted gifts. Acceptance of the gift(s), placement, and management of items in the public art collection are the purview of The Public Art Committee. Before a piece of public art is accepted, it will:

- align with objectives of the public art collection (See Addendum A)
- have documentation of clear title or evident ownership history
- be of sufficient quality and sound construction to withstand continuous display and the rigors of public use
- be suitably and securely matted and/or framed with an appropriate hanging device, and mounted or presented in a fashion appropriate to the medium, or be accompanied by funds for that provision

Gifts of Art Work to Enrich the Built Environment: Decorative Art

The University of Central Arkansas and the UCA Foundation, Inc., accept gifts of decorative art to enrich the built environment. In order to efficiently manage, utilize, and preserve such works of art, the University and the UCA Foundation accept unrestricted gifts. Acceptance of the gift(s), placement, management, and dispossession of items in the decorative arts collection are the purview of The Public Art Committee. Before a piece of decorative art is accepted, it will:

- align with objectives of the decorative arts collection (See Addendum A)
- have documentation of clear title or evident ownership history
- be of sufficient quality and sound construction to withstand continuous display and the rigors of public use
- be suitably and securely matted and/or framed with an appropriate hanging device, according to the medium, or be accompanied by funds for that provision

Gifts of Art Work to Benefit the University Mission

The University of Central Arkansas and the UCA Foundation, Inc., accept gifts of fine and decorative art work to benefit educational programs through immediate sale or distribution of such gifts for monetary gain, or by exchange to accommodate an acquisition of other art work. In order to facilitate transference of title and advantageous management, the University and the UCA Foundation accept unrestricted gifts for sale or distribution, that:

- are original works of art (See Addendum B)

- have adequate documentation to prove clear title and transparent provenance: works of art in potential conflict with the UNESCO Convention, NAGPRA, or national protection acts may not be considered for acceptance (See Addendum F)
- are of sufficient quality and provenance to secure a meaningful return on the management of the gift and sale

Addendum E

Gift Agreement, UCA Foundation, Inc.

[NAME OF DONOR] (hereinafter referred to as the Donor), sole and absolute owner of these materials, does hereby transfer, give, grant, and assign to University of Central Arkansas Foundation, Inc. (hereinafter referred to as the Foundation) and its successors and assigns the materials described as follows:

[DESCRIPTION OF MATERIALS]

The Foundation accepts the materials described above under the terms of this agreement. These materials have been identified as having met the goals of the Guidelines for Donations of Art Works.

Copyright (Donor will initial the appropriate statement and cross out the other.)

Donor retains all copyrights he/she holds in the materials.

Donor transfers all copyrights he/she holds in the materials to the Foundation.

Transfer of Materials to the Foundation

The materials will be physically conveyed to the Foundation by means mutually satisfactory to the Donor and the Foundation.

Materials Not Retained by the Foundation (Donor will initial the appropriate statement and cross out the other.)

Any materials that the Foundation determines to be inappropriate for retention in the collection will be disposed of in accordance with standard Foundation procedures.

Any materials that the Foundation determines to be inappropriate for retention in the collection will be returned to the Donor.

Processing, Cataloging, Displaying and Research Access

The Foundation will designate to the Public Art Committee to arrange, describe, catalog, display, preserve, and provide access to these materials in accordance with standard

Foundation and archival procedures. The materials will be open for research in accordance with the regulations and procedures of the Foundation for unrestricted collections.

Additions

The terms of this agreement will cover all future transfer of materials by the Donor unless a specific addendum accompanies a particular transfer of materials.

(Donor's signature) (date)

University of Central Arkansas Foundation

President (date)

Addendum F

Codes of Ethics, Laws, and Statutes

UNESCO Convention

The Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property: framework for national to alleviate abuses in the international trade of cultural property from the illegal removal of national art treasures from their countries of origin.

The State Department referred the Convention to the U.S. Senate to create legislation that established internal methods of enforcement: provisions were signed into law in 1956). The law applies primarily to institutions controlled by the Federal Government; however, it creates a standard for private and local institutions that are ethically called upon to develop their own codes of ethics in the spirit of this provision (endorsed in 1973 by AAM, CAA, AIA, ICOM, AAMD, AAA). ICOM has since formed the Restitution in Case of Illicit Appropriation Committee to strengthen and specify processes for enforcing the UNESCO Convention.

NAGPRA

The Native American Graves Protection and Repatriation Act: framework for designating the disposition of Native American human remains and the use and disposition of Native American cultural materials.

NATIONAL PROTECTION ACTS

Antiquities Act of 1906/Archaeological Resources Protection Act of 1979

National Historic Preservation Act of 1966

The Lacey Act/CITES (Convention on International Trade in Endangered Species of Wild Fauna and Flora)

ARKANSAS STATE LAW

The UCA Collection Management Policy recognizes and is compelled by Arkansas State Law to obtain clear title to all gifts/donations of art, investigate and reject donations of art works of uncertain provenance, reject sales of art works by university personnel to the university, and prohibit use of state funds or departmental line item budgets to build art collections, with the exception of permanent structures of public art that are commissioned as part of the built environment.

Also recognized for the purposes of this policy is the "Abandoned Loan" legislation passed by the Arkansas Legislature in 2004. The law empowers university collection managers to take possession of abandoned objects once due diligence is dedicated to an unsuccessful effort in identifying and contacting the former owner(s)/donor(s) or their families.

Addendum G

Research and Reproductions Request Form

Complete this form and turn it into the director of each specified collection of interest. The director(s) will forward the request to The Public Art Committee for final approval.

Date of Request _____

NOTE: A minimum two-week notice prior to access is required.

Researcher Information

Name _____ Professional Association _____

Telephone(s) _____ Email _____

If a student: Supervising Professor Name _____

Major/Emphasis _____ Classification _____

Collection/Objects of Interest

Objects of Interest (Attach an additional sheet if space is insufficient.) _____

Name of Collection (s) _____

Referral/Source of information regarding collection objects _____

Projected Timeline: Estimate the breadth or time required for your research, and outline the dates, days, and best times of day for access to the collection(s).

Research Project: Summarize the research topic, the research goals, and describe how the objects in this collection are necessary to those goals. Use an additional sheet of paper if necessary, and attach it to this form. NOTICE: The researcher will provide the collection director with a copy of the final research product in its entirety.

Request for Reproductions: Supply the list objects by accession or acceptance number in order of priority of need to the specified collection director with four weeks prior notice of image deadline. Up to 10 electronic-file images are provided to UCA student and faculty researchers free of charge from existing databases; off-campus requests accrue a charge of \$2.00 per requested image, provided on CD. Requests for new photography of specific objects are made in writing/by email to the specified collection director four weeks prior to the image deadline and must include the itemized list described above. Image reproduction of university collection objects is restricted to one-time educational or research purposes that are approved on a case-by-case basis by the committee and limited to non-commercial print publication(s) and secured-site electronic dissemination without specific written permission per project given by the committee.

Addendum H

University Transfer/Loan Contract Templates

AGREEMENT FOR TRANSFER and LOAN of UNIVERSITY ART OBJECTS

This agreement is made this ___ day of _____, _____ to TRANSFER LOAN
(circle one)

the objects listed below from the _____Collection

to the _____Collection, department, faculty, or university entity
(circle one)

for the purpose of _____.

The loan of the objects is effective from the _____ day of _____, _____ to

the _____ day of _____, _____. The transferring collection director

will coordinate transportation of the object(s); the receiving entity will coordinate return.

Contact Information: Transferring Collection Object Director (department: _____)

Name: _____ or designee: _____

Telephone: _____ Fax: _____ Email: _____

Contact Information: Receiving Entity (collection, department, faculty, entity: _____)

Name: _____ or designee: _____

Telephone: _____ Fax: _____ Email: _____

LIST OF WORKS (acceptance or accession number, title, medium, date, dimensions, and value. Complete and attach a separate sheet if necessary. NOTE: Designate dimensions in H" x W" x D". Specify if dimensions are of image only or for framed work. Specify weight, if applicable.

SIGNATURES

Both parties declare full authority to make this loan, and that the information above is correct.

SIGNED: _____ Date: _____

Name: _____ Title: _____

(Lender: Collection Director or Designee)

SIGNED: _____ Date: _____

Name: _____ Title: _____

(Receiver: Collection Director, Department, Faculty or University Entity)

Incoming Loan Template

AGREEMENT FOR SHORT OR LONG-TERM LOAN TO A UNIVERSITY COLLECTION

This agreement is made this _____ day of _____, _____ between

the university collection _____,

Collection Director: _____,

Telephone: _____ Fax: _____ Email: _____ and:

Lender: _____

Address: _____

Telephone: _____ Fax: _____ Email: _____

for the loan of the objects listed below for the designated time period: the _____ day of

_____, _____, to the _____ day of _____, _____.

Incoming packing and transportation will be provided and coordinated by: LENDER RECEIVER

Outgoing packing and transportation will be provided and coordinated by: LENDER RECEIVER

NOTE: All art work must be suitably framed and/or ready for installation in a public environment.

LIST OF WORKS (title, medium, date, dimensions, value): Complete and attach separate sheet if necessary. Designate dimensions in H x W x D. Specify if dimensions are of image only or for framed work. Specify weight, if applicable.

SIGNATURES

Both parties declare full authority to make this loan, affirm that the information listed above is correct, and agree that conditions of this agreement are mutually acceptable.

SIGNED: _____

Date: _____

Name: _____

Title: _____

(Lender or Authorized Agent)

SIGNED: _____

Date: _____

Name: _____

Title: _____

(Receiving University Collection)

Addendum I

Collecting Plan Template

Name of Specified Collection

Collecting Mission

The _____ Collection(s) are intended to encourage scholarly research, to

enhance the teaching of _____.

and to enrich classroom experiences in the _____.

Therefore, the _____ will collect and preserve objects that

will serve ____ of ____ purposes: (select from the categories below)

Exhibition These objects are the best and most valuable examples. They are preserved and maintained for scholarly research. They are accessioned into the

_____ Collection utilizing The Public Art Committee's recommended information data entry and numbering procedure, exhibited periodically and temporarily, and conserved under optimum exhibition and storage conditions to facilitate their use in perpetuity. Motions to de-accession these objects must be approved by departmental faculty after prior notification of The Public Art Committee.

Education These objects are utilized periodically by faculty as teaching examples or visual aids. They are loaned on a short-term basis for purposes of observation, analysis, demonstration, historical reference, social and cultural contextualization, and so forth. They are formally accepted, cataloged, and made available for faculty use by the collection director. In light of their function, these objects are disposed of when no longer viable for classroom use with note made of the method of disposal.

Learning Environment These objects are placed in exhibition and informal learning environments to illustrate concepts, and serve as models or schemata, diagrams, and so forth. While not accessioned into a permanent exhibition collection, they are formally

accepted, cataloged, and made available for faculty use by the director of the possessing collection.

Decorative Art These objects include, but are not limited to, furniture and accessories, and works of art that exist to enliven the built environment. While not accessioned into a permanent exhibition collection, they are formally accepted, cataloged, and made available in public spaces by the director of the possessing collection.

Collecting Objectives

Within the context of the _____ Collections, to collect means to accession or accept new material that conforms to the following objectives:

- Collect within bounds of the Collections Mission.
- Collect actively and intentionally, making the Collections Plan and the list of preferred selections available to the university community, the public, and potential donors.
- Collect within the categories defined under "Collections Scope."
- Collect only what can be properly exhibited, conserved, secured, and stored.
- Collect only objects that are in a condition suitable for research, exhibition, or classroom use.

Collecting Process

Faculty in the _____ formulate, and the collection director maintains, a Selection List of objects to collect actively and intentionally as funds allow and potential donors are informed and enlisted. Suggestions of donors or sellers and objects must be made in writing to the departmental chair and include: a brief biography of the donor/seller, a statement of significance of the object, at least two citations (print and/or web) related to the selection, and a brief justification statement summarizing how the acquisition would serve a particular course, a program of study, or departmental goals and objectives. Submissions to the Selections List are ongoing and are forwarded to the collections director for record keeping.

The _____ chair charges a faculty committee to prioritize pursuit of objects based on the Selection List and in light of Collecting Objectives cited in this plan. The committee consists of members with rotating terms of service; it makes recommendations to the full faculty for acquisition or acceptance by donation. Departmental approval for acquisition or acceptance is forwarded through the Dean of the College of _____ to The Public Art Committee for final approval at a regularly scheduled quarterly decision-making committee meeting (January, April, August, and November).

Collecting Scope

_____, as an educational component of the _____

Collects _____ in the following categories:

- Name categories in priority order according to faculty designation of importance.

Compliance

The _____ director monitors the storage, exhibition, and use of objects according to the _____ Collections Management Policy with the supervision of the departmental chair and oversight by The Public Art Committee. Compliance with the Collecting Plan is a cooperative exercise among departmental faculty that is conducted in a collegial manner.

Recommendations for discussion or amendments for action related to this Collecting Plan may be made by any faculty member to the chair of the department, and referred to the charged committee for presentation to the faculty. Amendments are presented and voted on at concurrent meetings, with the amendment(s) made available in written form to all members of the voting faculty prior to calling for the vote.

Addendum J

Specified Collection Example: Collecting Plan and Management Policy

DRAFT

DRAFT

DRAFT

DRAFT

SPRING 2008

BAUM GALLERY

COLLECTING PLAN

Collecting Mission

The Baum Gallery Collections are intended to encourage scholarly research, to enhance the teaching of studio art and art history, and to enrich exhibition programming for the university campus and the region. Therefore, the Baum Gallery will collect and preserve original works of art and objects that will serve one of two purposes:

Exhibition These original art works are the best and most valuable examples. They are preserved and maintained for scholarly research, and exhibition and interpretation. They are accessioned into the Baum Gallery Permanent Collection utilizing The Public Art Committee's recommended information data entry and numbering procedure, exhibited periodically and temporarily, and conserved under optimum exhibition and storage conditions to facilitate their use in perpetuity. Motions to de-accession these objects must be approved by the Department of Art faculty.

Education These works of art and objects are utilized periodically by faculty as teaching examples or visual aids. They are loaned from the Baum Gallery Education Collection on a short-term basis for purposes of observation, analysis, demonstration, historical reference, social and cultural contextualization, and so forth. They are formally accepted, cataloged, and made available for faculty use by the gallery director. In light of their function, these objects are disposed of when no longer viable for classroom use.

Collecting Objectives

Within the context of the Baum Gallery Collections, to collect means to accept or accession new material that conforms to the following objectives:

- Collect within bounds of the Collections Mission.
- Collect actively and intentionally, making the Collections Plan and the list of preferred selections available to the university community, the public, and potential donors.
- Collect within the three categories defined under "Collections Scope."
- Collect only what can be properly exhibited, conserved, secured, and stored.
- Collect only objects that are in a condition suitable for exhibition, research, or classroom use.

Collecting Process

Faculty in the UCA Department of Art formulates, and the gallery director will maintain, a Selection List of objects to collect actively and intentionally as funds allow and potential donors are informed and enlisted. No departmental line-item budget may be utilized to purchase objects; acquisition funds or objects must be made available through donors.

Suggestions of artists and art works must be made in writing to the gallery director and include: a brief biography of the artist or a statement of significance of the art work, at least two citations (print and/or web) related to the selection, and a brief justification statement summarizing how the acquisition would serve a particular course, a program of study, or departmental goals and objectives. The Department of Art chair periodically charges a faculty committee to prioritize pursuit of objects based on the Selection List and in light of Collecting Objectives cited in this plan. The committee consists of members with rotating terms of service; it makes recommendations to the full faculty for acquisition or acceptance by donation. Departmental approval for acquisition or acceptance empowers the gallery director to work with the donor and/or the UCA Foundation, Inc., to proceed with the gift process. The gallery director notifies The Public Art Committee of acceptance or acquisition of object(s) as part of the biennial inventory process.

Collecting Scope

The Baum Gallery, as an educational outreach program of the Department of Art, collects original works of art uniquely suited to exhibition and interpretation, and scholarly research, in the following categories:

- original single works of art: drawings, prints, photographs, paintings, sculptures that are unique to a single originator, or to a partnership or group creating in a recognized format, genre, or art historical era or approach;

- multiples: one or more of a series created by a multiple process in a limited edition, each signed, dated, and numbered by the artist or the artist's designee; an edition is considered limited when total prints do not exceed 150 photographic prints, 150 press prints, 150 digital prints, or 50 casts (bronze, aluminum, resin, ceramic, or fiberglass); and
- documentations: sketchbooks, production or cartoon drawings, correspondence, and visual records of art works and/or art installations directly attributable to a single originator, or to a partnership or group creating in a recognized format, genre or art historical era or approach.

Compliance

The Baum Gallery director monitors the storage, exhibition, and use of objects according to the Baum Gallery Collections Management Policy with the supervision of the departmental chair and oversight by The Public Art Committee. Compliance with the Collecting Plan is a cooperative exercise among Department of Art faculty that is conducted in a collegial manner.

Recommendations for discussion or amendments for action related to this Collecting Plan may be made by any faculty member to the chair of the Department of Art, and referred to a charged committee for presentation to the faculty. Amendments are presented and voted on at concurrent meetings, with the amendment(s) made available in written form to all members of the voting faculty prior to calling for the vote.

SPRING 2008
BAUM GALLERY
COLLECTIONS MANAGEMENT POLICY

Table of Contents

- I. Preamble and Mission Statement
- II. Public Disclosure
- III. Policy Code of Ethics
- IV. Categories of Baum Gallery Collection Objects
- V. Acquisition, Acceptance and Accessioning, and Loans
- VI. Collections Care
- VII. Research Requests, Rights and Reproductions
- VIII. Disposition and De-accessioning
- IX. Compliance and Amendment
- X. Definitions
- XI. Appendix (Forms, Guidelines, Examples)
 - Addendum A: UCA Guidelines for Donation of Art Works
 - Addendum B: Gift Agreement, UCA Foundation, Inc.
 - Addendum C: Codes of Ethics, Laws, and Statutes
 - Addendum D: Research and Reproductions Request Form
 - Addendum E: Baum Gallery Loan Contracts

| | |
|-------------|---|
| Addendum F: | Agreement for University Transfer and Loan of Art Objects |
| Addendum G: | Acceptance and Accession/De-accession Form |
| Addendum H: | Condition Report Form |
| Addendum I: | Inventory Form |
| Addendum J: | Object Form |
| Addendum K: | Appraisal and Conservation References |
| Addendum L: | Designations for Original Works of Art |

I. Preamble and Mission Statement

Preamble

statement placing the policy within the larger context of the university's mission and vision

Since its formal inception at the University of Central Arkansas in 1995, and its named designation in 1996, the Baum Gallery of Fine Art has served the campus and the central Arkansas community by sponsoring programming about and exhibitions of significant works of art. As part of its educational mission and in service to the university, the Baum Gallery has advocated for formalized management of art works across the campus. In celebration of the university's centennial, and as one specified university collection, the Baum Gallery has created this Collections Management Policy to give evidence of its commitment to best-practices in carrying out its mission.

Mission Statement

outline of purpose of policy, identification of parties with enforcement

The Baum Gallery Collections Management Policy provides acquisition and acceptance procedures, maintenance requirements, and exhibition and loan guidelines for works of art and objects in its collections. The UCA Department of Art, via the gallery director, will oversee enforcement of the policy, and utilize it in departmental committee deliberations in order to assure that acquisitions and collections will serve the educational goals of the gallery and the department. This policy and gift policies adopted in 2007 by the UCA Foundation, Inc., conform in purpose and intent to responsibly address management of art works as educational and financial resources of the university.

II. Public Disclosure

statement of transparency of and public access, process for viewing and research

The Baum Gallery Collections Management Policy is a public document maintained by the gallery director. UCA staff, faculty and students, and the general public may view the policy online at www.uca.edu/cfac/baum/CMP. Announcement of gifts, collection contents, and revisions or amendments to the policy are a matter of public record. Questions regarding same may be forwarded to the gallery director.

Art works in the gallery permanent collection are preserved for periodic exhibit and interpretation, and are therefore available on a limited basis to qualified researchers (See Section IV: Categories of Collection Objects; and Section VIII: Research Requests, Rights

and Reproductions). Permanent collection objects remain in storage except for purposes of exhibition or research, for transport under the authority of an intra-university loan contract to a named, alternative, secure location for exhibition, for transport to a named, alternative, secure location for assessment and conservation by a professional recommended by The Public Art Committee (See Section VI: Collection Care). Education collection objects remain in storage except for transport to a class environment for study and demonstration when secured by a course instructor (See Addendum F: Agreement for Intra-University Transfer and Loan of Art Objects).

III. Policy Code of Ethics

statement of commitment to avoid conflict of interest while managing public property

The Baum Gallery director and members of the Department of Art faculty are expected to adhere to transparent accountability while implementing the university's educational mission with gallery collections. Neither the director nor faculty may acquire or accept any work of art that violates clear title or transparent provenance, or is in potential conflict with the UNESCO Convention, NAGPRA or national protection acts, or the laws of the State of Arkansas (See Appendix, Addendum E: Laws and Statutes). Neither the director nor faculty may allow use or transport of collections objects for private purposes, or purchase objects for the collections from each other or take advantage of privileged information to compete for collections acquisitions or donations. Neither the director nor faculty may receive a tax benefit for a donation to a collection, nor offer formal written appraisals for objects that are under consideration for acquisition or donation (See Appendix, Addendum A: Guidelines for Donations of Art Works; Addendum B: Gift Agreement, UCA Foundation, Inc.; and Addendum K: Appraisal and Conservation References).

IV. Categories of Baum Gallery Collection Objects

functional categories within the collection

Exhibition These original art works are the best and most valuable examples of art work in the Collection (See Collecting Plan). These works are accessioned, and preserved and maintained for exhibition and interpretation, and scholarly research. They are exhibited periodically and temporarily in the Baum Gallery; however, they may be presented in traveling exhibitions upon the approval of the gallery director. They are conserved with optimum exhibition and storage conditions to facilitate their use in perpetuity. They constitute the Baum Gallery Permanent Collection.

Education These works of art are loaned on a short-term basis to faculty as teaching examples or visual aids for purposes of observation, analysis, demonstration, historical reference, social and cultural contextualization, and so forth. They are not accessioned, but

are formally accepted, cataloged, and made available for faculty use by the director. They constitute the Baum Gallery Education Collection.

V. Acquisition, Acceptance and Accessioning, and Loans

process of transference of objects to the collection, record keeping for and use of objects

The Baum Gallery purchases works of art upon recommendation and approval of the Department of Art faculty, in relation to a prioritized Selection List (See Collecting Plan), as funds are available. Gallery and Department of Art line-item departmental funds may not be utilized to purchase objects; acquisition funds or objects must be made available through donors. Donors who wish to gift works of art directly to the gallery are referred to the UCA Foundation, Inc.; such works are accepted upon approval of the Department of Art faculty in cooperation with the Foundation. If the donor insists on a direct donation, and the art work is a priority on the Selection List, the donation may be accepted with approval by the Department of Art faculty; however, no tax deduction is allowed and no compensation of any kind is afforded to the donor in such instances.

Transfer of Objects and Loans

The Baum Gallery utilizes four kinds of transfers or loans of objects. First is the temporary loan of exhibition collection objects in a gallery-sponsored traveling exhibition to another institution. This loan requires completion of a Baum Gallery Outgoing Loan Contract with each receiving institution (See Appendix, Addendum E: Baum Gallery Loan Contracts). Second is the temporary short or long-term loan of art work from an individual or institution to the Baum Gallery for purposes of exhibition. This type of loan is contingent upon completion of a Baum Gallery Incoming Loan Contract with each lender (See Appendix, Addendum E: Baum Gallery Loan Contracts). Third is the transfer of education collection objects to a faculty member or classroom; this transfer requires completion of a transfer and loan agreement (See Appendix, Addendum F: Agreement for University Transfer and Loan of Art Objects.). Fourth is the transfer of collection objects to an approved professional for conservation assessment and treatment.

VI. Collections Care

mechanical/environmental controls for storage and exhibition, inspection/conservation of objects, handling/movement of objects, and insurance

Data Maintenance

The gallery director is responsible for the documentation and archiving of data related to the Baum Gallery collections and will maintain two forms of data record-keeping. First is the online data entry system selected by The Public Art Committee that accommodates electronic folders for each collection and an electronic file for each object, to include: object

information, current location, and history of use (date, place, and purpose of relocation and return date). Second are the printed hard copies of all holdings entered into the system that can be easily made available to the committee and approved researchers, reprinting when additions to the electronic file or the collection(s) have been made to insure currency of the document (See Appendix, Addendum J: Object Form).

Care of Specified Collections

The gallery director is responsible for all facets of collection care. This includes responsibility for the physical condition of the objects in storage, while in transit, during educational use, and while on display or exhibition. The gallery director makes written recommendations to the Department of Art and The Public Art Committee concerning needs and strategic planning for the collections. An inability to provide stable storage and display conditions negatively impacts future placement of works in the collections.

Conservation — objects will be stabilized prior to storage, use, or

Display in sufficiently strong containers with reasonably archival packing materials; containers should be labeled with contents: the collection name, acceptance/accession number and title of each object

Storage — objects will be stored in secure climate- and light-

controlled areas, on stable and adequate shelving or storage screens; relative humidity should not exceed 50% and the temperature range should be 68° to 74° with no fluctuations above 10% or 10 degrees over a single 24-hour period; fluorescent light tubes should be covered with UV-blocking sleeves; light should remain off when the storage area and objects are not in use

Educational Use — these objects will be securely packed and carefully

transported by the possessing collection director who is responsible for identifying their secure storage by the borrower while not in use, for noting damage of objects upon return, and for disposing of unusable or unsafe examples

Display or Exhibition — these objects will be securely packed and

Carefully transported by the possessing collection director who is responsible for identifying their secure display (placed under pedestal vitrines or a secure hanging system); objects will be illumined at levels appropriate for the medium, preferably without fluorescent lights; relative humidity should not exceed 50% and the temperature range should be 68° to 74° with no fluctuations over 10% or 10° over a single 24-hour period

Object Assessment and Conservation

The Public Art Committee maintains a file of recommended art conservators who may be contacted for object assessment. Collection directors are primarily responsible for object assessment and conservation, including the secure transport and treatment of objects in their care. Professional restoration is considered a last resort and is applicable only for permanent collection objects.

VII. Research Requests, Rights and Reproductions

summary of copyright parameters for objects in collection, photography, sketching of objects, digital reproduction, "educational use" definition

Research Requests

The permanent collection objects are available for viewing and study while on exhibition, and available on a limited basis while in storage to qualified researchers: those who are working towards an academic degree, a publication, an exhibition, or similar scholarly pursuit. Qualified researchers will notify the gallery director in writing of their intent, object(s) of interest, and timetable for completion of research (a minimum two-week notice is required prior to initiation of study); student researchers will provide the name and contact information of their supervising professor(s) (See Addendum D: Research and Reproductions Request Form). Researchers copy their completed request form to The Public Art Committee. The level and timing of collection access and parameters of accommodation are cooperatively determined; the gallery director informs researchers of the agreed upon parameters, including the right to reproduce any image(s) from the collection(s). The researcher provides a copy of the completed research to the director of the specified collection for departmental files.

Rights and Reproductions

Digital or film image reproduction of university collection objects is restricted to one-time educational or research purposes that are approved on a case-by-case basis by the gallery director and limited to non-commercial print publication and secured-site electronic dissemination for a period of time specified by the committee (See Appendix, Addendum D: Research and Reproductions Request Form). Drawn or sketched images are approved for reference and study only. The Department of Art reviews and coordinates departmental use and reproduction of collection images for fund-raising and publicity purposes. The Public Art Committee reviews and coordinates any university-based requests for use and reproduction of specified collection images for commemoration, fund-raising, or publicity purposes according to accepted legal practices.

VIII. Disposition and De-accessioning

guidelines for removing objects from any collection, accepted or accessioned

Objects accepted into the Baum Gallery Education Collection may be disposed of and the electronic and print files closed by the gallery director. Objects accessioned into the Baum Gallery Permanent Collection must be de-accessioned. The de-accession process requires that the director first notify The Public Art Committee of the intent by identifying the object, summarizing the reason for the de-accessioning, and proving due diligence in the pursuit of alternative options, to include: a transfer or donation of the object to another university specified collection, a transfer or donation of the object to a non-profit entity, or sale of the object to benefit acquisitions that will be accessioned into the Baum Gallery Permanent Collection (See Appendix, Addendum G: Acceptance and Accession/De-accession Form).

IX. Compliance and Amendment

designation of person(s) responsible for monitoring compliance with the provisions of the collections management policy, process of policy amendment

The gallery director monitors the storage, exhibition, and use of objects in the collections with the supervision and knowledge of the UCA Department of Art and the Dean of the College of Fine Arts and Communication. The Director forwards information about the collection contents and needs to The Public Art Committee as required by the UCA Collections Management Policy and maintains communication about collection issues with the Department of Art chair.

Recommendations for discussion and potential action to the Baum Gallery Collecting Plan and Collections Management Policy are forwarded in writing to the UCA Department of Art Chair, and presented to the departmental faculty by the committee charged with that task, and voted on at concurrent meetings.

X. Definitions

terms utilized in the policy and related to management of art works

Acquisition/Acceptance is the formal catalog process used for the addition of an object to a specified collection by means of purchase, gift, bequest, exchange or other transactions by which title passes from the UCA Foundation, Inc., or the approved donor (See Section V: Acquisition, Acceptance and Accessioning, and Loans), to the university.

Acquired/Accepted Object is an item that has been or is in the process of being cataloged into a specified collection. Within this policy, an acquired or accepted object will be understood to be a work of fine or decorative art assigned to a specified collection, one

utilized by students and faculty in a classroom environment for teaching purposes only, or a work of public art that is loaned or donated to the university for display in public spaces semi-permanently. These objects may be transferred or removed from a specified collection without formal de-accessioning processes.

Accessioning is the formal process used to formally identify, record, and label an item as a permanent (exhibition or research) collection object in a specified collection. Accessioning is a permanent designation requiring a formal process for reversal.

Accessioned Object is an item that has been or is in the process of being accessioned into a specified permanent collection (exhibition or research). Within this policy, a collection object will be understood to be a work of fine or decorative art (See Appendix, Addendum L: Designations for Original Works of Art). Accessioned objects are maintained and conserved in perpetuity, and are subject to a formal de-accessioned process before removal from a collection for dispersal or disposition.

De-accessioning is the formal process by which an object is removed from a permanent collection. For the purposes of this policy, that process requires committee notification from the collection director of the need to de-accession, identification of the mode of dispersal or disposition, and committee approval for that act. Records of de-accessioned objects remain with the collection director, along with documentation of its dispersal (date, reason of de-accessioning, and mode).

Disposal is the method by which a de-accessioned object is sold, traded, transferred to another collection or physical inventory, or otherwise disposed of.

Loan is an agreement for transfer of property for a designated period of time. For the purposes of this policy, loan contracts are created and coordinated by named collection directors: loans among university departments and entities do not require an authorizing signature; loans between university departments and entities and those off campus do require an authorizing signature. All loan contracts require the purpose and specified dates of, and the list of items transferred in, the contract with original signatures and dates of the participating parties.

X. Appendix

forms, contracts, and guidelines

Addendum A: UCA Guidelines for Donation of Art Works

Addendum B: Gift Agreement, UCA Foundation, Inc.

Addendum C: Codes of Ethics, Laws, and Statutes

Addendum D: Research and Reproductions Request Form

Addendum E: Baum Gallery Loan Contracts

Addendum F: Agreement for University Transfer and Loan of Art Objects

Addendum G: Acceptance and Accession/De-accession Form

Addendum H: Condition Report Forms

Addendum I: Inventory Form

Addendum J: Object Form

Addendum K: Appraisal and Conservation References

Addendum L: Designations for Original Works of Art

Addendum K

Acceptance and Accession/De-accession Form

Request Date: _____

Approval Date: _____

(Assigned by The Public Art Committee)

Specified Collection: _____

Object Description: _____

Source of Acquisition or Donation: _____

Date of Specified Collection Acceptance of Object(s): _____

Date of Object(s) Transfer to Specified Collection: _____

Date of Object Accession into the Collection: _____

Function of Object: (circle one) exhibition education/learning public art

Justification for De-accession: _____

Provision of Due Diligence: object will be transferred to (identify priority of option)

___ a UCA collection ___ a non-profit entity ___ sale to benefit UCA acquisitions

SIGNATURES

SIGNED: _____

Date: _____

Name: _____

Title: _____

(Specified Collection Director)

SIGNED: _____

Date: _____

Name: _____

Title: _____

(Collection Director Supervisor)

SIGNED: _____

Date: _____

Name: _____

Title: _____

(Chair, The Public Art Committee, or Designee)

Addendum L

Condition Report Form
Summary Sheet and Analysis Chart
Paintings/Drawings/Prints

Date: _____

Specified Collection: _____

Title: _____

Artist: _____

Date of Creation: _____

Medium: _____

Stretcher/panel Size: H _____ W _____ in.

Sheet Size: H _____ W _____ in.

Image Size: H _____ W _____ in.

Frame/mat Size: H _____ W _____ in.

Sig./Date (where): _____

Marks/Labels (where): _____

| |
|---------------------------------|
| Priority Key |
| Conservation Priority |
| 1 = object in jeopardy |
| 2 = not exhibit worthy as is |
| 3 = needs minor repair/cleaning |
| 4 = needs further evaluation |
| 5 = needs no work |

Conservation Priority: 1 2 3 4 5

Curatorial Priority: 1 2 3 4 5

Is further work needed? _____ Yes _____ No

Describe: ___ new mat ___ new frame ___ repair frame ___ other (itemize)

Is professional attention indicated? _____ Yes _____ No

Conservation Record

| DATE | CONSERVATOR | TREATMENT GIVEN |
|------|-------------|-----------------|
| | | |
| | | |
| | | |
| | | |

| DESCRIPTION | DEFECTS | REMARKS |
|-------------|-------------------------|---------|
| FRAME | | |
| Framed | Broken | |
| Backed | Disjoins | |
| Glass | Glazing touches artwork | |

| | | |
|--------------------|--------------------------|-------|
| Plexi | Paint loss | |
| Unframed | Hanging devices insecure | |
| | Accretions | |
| | Abrasions | |
| | Other | |
| ===== | ===== | ===== |
| AUXILIARY SUPPORT | | |
| Stretcher | Keys missing | |
| Keys intact | Checks | |
| Strainer | Infestation | |
| Secured/nails | Adhered to backing | |
| Secured/plates | Acidic materials | |
| Cradle | | |
| matted | | |
| ===== | ===== | ===== |
| SUPPORT | | |
| Fabric | Brittle | |
| Lined | Tear | |
| Wax lined | Hole | |
| Wood | Dent | |
| Masonite | Bulge | |
| Paper | Sagging | |
| Illustration board | Draws | |
| Other | Infestation | |
| | Fungi | |
| ===== | ===== | ===== |
| ART WORK | | |
| Framed | Crackle | |
| Oil | Cleavage | |
| Watercolor | Cracking | |

| | | |
|-------------|------------|-------|
| Tempera | Buckling | |
| Pastel | Flaking | |
| Gouache | Powdering | |
| Charcoal | Loss | |
| Pencil | Blistering | |
| Ink | Accretions | |
| Mixed media | Abrasions | |
| Other | Soiled | |
| ===== | ===== | ===== |
| VARNISH | = | |
| Varnished | Crackle | |
| Unvarnished | Bloom | |
| | Scratched | |
| | Cracking | |
| | Crazing | |
| | Accretions | |
| | Grime | |

Addendum L

Condition Report Form
Summary Sheet and Analysis Chart
Ceramic/Sculpture

Date: _____

Specified Collection: _____

Title/Nomenclature: _____

Artist/Culture: _____

Date of Creation: _____

Medium: _____

Form (Description): _____

Decoration/Glaze (Description): _____

Dimensions: H ____ W ____ D ____ in.

| Priority Key |
|---------------------------------|
| Conservation Priority |
| 1 = object in jeopardy |
| 2 = not exhibit worthy as is |
| 3 = needs minor repair/cleaning |
| 4 = needs further evaluation |
| 5 = needs no work |
| Curatorial Priority |
| 1 = needed for exhibit or loan |

Sig./Date (where): _____

Marks/Labels (where): _____

Is further work needed? Yes No

Describe: cleaning new packing repair other (itemize)

Is professional attention indicated? Yes No

Conservation Record

| DATE | CONSERVATOR | TREATMENT GIVEN |
|-------------|-----------------------|-----------------|
| | | |
| | | |
| | | |
| | | |
| DESCRIPTION | DEFECTS | REMARKS |
| BODY | Soiled | |
| | Broken | |
| | Cracked | |
| | Paint/slip/glaze loss | |
| | Accretions | |

| | | |
|------------|-------------------------|-------|
| | Abrasions | |
| | Rodent/pest damage | |
| | Other | |
| ===== | ===== | ===== |
| LIP/RIM | Soiled | |
| | Broken | |
| | Cracked | |
| | Paint/slip/glaze loss | |
| | Accretions | |
| | Abrasions | |
| | Rodent/pest damage | |
| | Other | |
| ===== | ===== | ===== |
| BASE/FOOT | Missing | |
| | Soiled | |
| | Broken | |
| | Cracked | |
| | Paint/slip/glaze loss | |
| | Accretions | |
| | Abrasions | |
| | Rodent/pest damage | |
| | Other | |
| ===== | ===== | ===== |
| EXTENSIONS | Missing | |
| Handles | Soiled | |
| Sprigs | Broken | |
| Other | Cracked | |
| | Paint/slip/glaze damage | |
| | Accretions | |
| | Abrasions | |

| | | |
|-----------|-------------------------|-------|
| | Rodent/pest damage | |
| | Other | |
| ===== | ===== | ===== |
| SCULPTURE | Missing parts | |
| | Soiled | |
| | Broken parts | |
| | Cracked | |
| | Paint/slip/glaze damage | |
| | Accretions | |
| | Abrasions | |
| | Rodent/pest damage | |
| | Moisture damage | |
| | Other | |

Addendum M

Inventory Form

Inventory Date: _____

Specified Collection: _____

Specified Collection Director: _____

Object Description: _____

Object Information:

_____ Object Number Present and Legible _____ Markings Evident

_____ Object Number and Description Reconcile with Collection Record

Function of Specified Collection Object: (circle one)

exhibit education learning environment decorative art public art

Current Location of Specified Collection Object: _____

Current Circumstances:

In storage — Condition of Object Packing/Storage: (circle all that apply)

meets CMP standards repack/re-box secure shelving stabilize environment

On exhibit or display — Quality of Object Surroundings: (circle all that apply)

meets CMP standards

problematic environment: harmful UV/IR unstable HVAC insecure installation

object issues: damage length of time on display missing ID/interpretation

Condition of Object (in relation to initial Condition Report): (circle all that apply)

no change needs cleaning requires assessment requires conservation

SIGNED: _____

Date: _____

Name: _____

Title: _____

(Specified Collection Director OR Designee)

Addendum N

Object Form

Object Information

Current Location: _____

Collection/Owner: _____

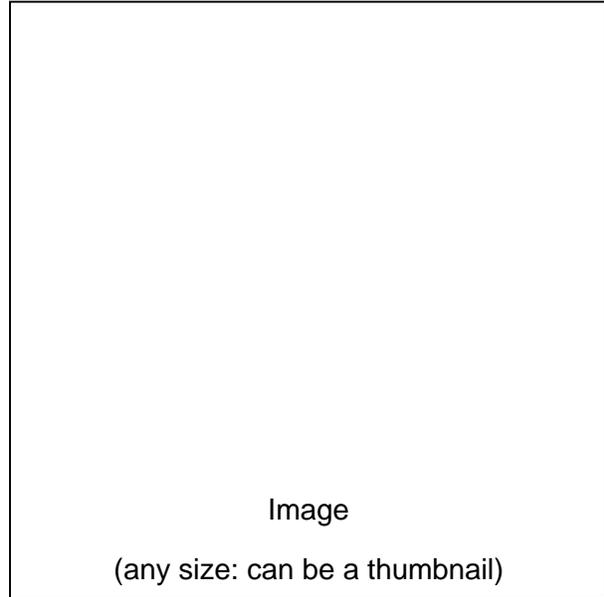
Artist/Maker: _____

Date of Work: _____

Size: _____

Identifying Markings (w/location): _____

Description/Materials: _____



Conservation Information/Needs: _____

Special Handling Instructions/Mounting: _____

Special Shipping Instructions/Requirements: _____

Current or Most Recent Use: (circle one)

Exhibition—Write Date/Place: _____

Research—Write Name/Affiliation of Scholar: _____

Classroom—Write Department/Class: _____

Public Art—Write Location/Date of Placement: _____

Addendum O

Appraisal and Conservation References

Appraisal Process

No committee, collections director, or UCA Foundation, Inc., staff, or university faculty or staff member may offer formal or written appraisals for objects that are under consideration for acquisition or donation. It is the responsibility of the potential donor to secure, pay the fee(s), and attach appraisals to art works being offered for acceptance. The Public Art Committee may accept a recent bill of sale as evidence of value on a case-by-case basis; however, it reserves the right to require, and highly recommends that, potential donors secure appraisals from members of:

Appraisers Association of America, found at <http://www.appraisersassoc.org/> or available by phone at 212.889.5404, x11 (Washington, D.C.). Appraisers are listed by numerous fine art and valuables specialty areas on the website.

American Society of Appraisers, found at <http://www.appraisers.org/> or available by phone at (703) 478-2228 (Virginia). ASA is organized into six appraisal disciplines: Appraisal Review and Management, Business Valuation, Gems and Jewelry, Machinery and Technical Specialties, Personal Property and Real Estate.

Generally speaking, a good appraisal report allows the reader to follow the appraiser's process in the valuation process, in a reasonable and logical manner. The document should present, in articulate and precise language: (1) the purpose, terms and marketplace context in which the value is determined; (2) the data and sources examined, and the analysis which was applied; (3) a full description of the object, appropriate to its value, importance and the purpose, applying the evaluative experience of the appraiser; and (4) the value conclusion. The narrative must be cogently and intelligently written with no loopholes.

Conservation Process

The Public Art committee will collect only objects that are in a condition suitable for research, exhibition, public display, or classroom use. It is the responsibility of the potential donor to secure, pay the fee(s), and attach condition-reports and conservation assessments to art works being offered for acceptance. The Public Art Committee may accept an object in reason-ably good condition; however, it reserves the right to require condition reports prior to acceptance.

The Public Art Committee highly recommends members of the American Institute for Conservation, found at <http://aic.stanford.edu/> or available at 1156 15th Street NW, Suite 320, Washington DC 20005-1714, by phone at (202) 452-9545, or email at info@aic-faic.org . Wendell Norton of Norton Arts, is an AIC member and conservator of fine art and historic objects who can be found online at <http://www.nortonarts.com/index.html> , or by phone (800) 448-5725 (Marshall).

AIC provides, free of charge, a computer-generated list of conservators that is grouped by location, specialization, type of service provided, and AIC membership category (Fellow or Professional Associate). AIC Professional Associates and Fellows have met specified levels of peer review and have agreed to adhere to the AIC Code of Ethics. Persons pursuing conservation services should be aware of the general process, which includes:

Procedures: A conservator will want to examine the object before suggesting a treatment. Prior to beginning a treatment, the conservator should provide for your review and approval a written preliminary examination report with a description of the proposed treatment, expected results, and estimated cost. The conservator should consult you during the treatment if any serious deviation from the agreed-upon proposal is needed.

Cost and Schedule: The conservator should be willing to discuss the basis for all charges. Determine if there are separate rates for preliminary examination and evaluation and if these preliminary charges are separate or deductible from a subsequent contract. Ask questions about insurance, payment terms, shipping, and additional charges. Conservators often have a backlog of work; inquire if a waiting period is necessary before new work can be accepted.

Documentation: The conservator should provide a treatment report when treatment is completed. Such reports may vary in length and form but should list materials and procedures used. The final report may, if appropriate, include photographic records documenting condition before and after treatment. Recommendations for continued care and maintenance may also be provided. Both written and photographic records should be unambiguous. All records should be retained for reference in case the object requires treatment in the future.

2008 DISTINGUISHED ALUMNUS

The Distinguished Alumnus Award is the most prestigious award presented to an alumnus of the University of Central Arkansas.

“A Distinguished Alumnus for the University of Central Arkansas is recognized for outstanding contribution to the University, community, state or society; outstanding achievement in a particular field of endeavor; possessing a reputation that enhances the reputation of the University and serves as an example to UCA students; and contributing to the goals or the welfare of the University.”

The University of Central Arkansas has awarded the citation of “Distinguished Alumnus” since 1986. The Distinguished Alumnus Selection Committee unanimously recommends that Dr. Steven Sanderson be named “UCA Distinguished Alumnus for 2007.”

Dr. Steven Sanderson is president and chief executive officer of the Wildlife Conservation Society in New York.

Prior to his appointment in 2001, he was dean of Emory College, Faculty of Arts and Sciences at Emory University in Atlanta.

In 1971, Sanderson earned a bachelor’s degree in political science from UCA, and in 1978, he earned a Ph.D. in political science from Stanford University. He has studied the politics of rural poverty, biodiversity conservation and environmental change and is a specialist in Latin American.

In the mid-1980s, Sanderson served as Ford Foundation Program Officer in Brazil, where he designed and implemented the foundation’s Amazon program. As a member of the faculty of the University of Florida from 1979 to 1997, he directed the Tropical Conservation and Development Program and chaired the Department of Political Science.

For the last 15 years, he has been deeply involved with the organization of scientific cooperation on the environment, through the Social Science Research Council, the International Geosphere-Biosphere program, the National Academy of Sciences Oversight Committee on Restoration of the Greater Everglades Ecosystem and the scientific board of the international Resilience Alliance. Now, as a conservation practitioner and head of a major wildlife conservation organization, he engages that international cooperation through strategic collaborations on behalf of biodiversity conservation and rural poverty alleviation.

A former Fulbright Scholar in Mexico, Sanderson has also held fellowships and grants from the Woodrow Wilson International Center for Scholars of the Smithsonian Institution, the Council on Foreign Relations, NASA, and the Ford, MacArthur, Rockefeller, Tinker and Heinz Foundations.

Among Sanderson's scholarly publications are nine books and monographs about Latin American politics and the environment, including *Agrarian Populism and the Mexican State* (California 1981), *The Transformation of Mexican Agriculture* (Princeton 1986), and *The Politics of Trade In Latin American Development* (Stanford 1992). He has also written about the politics of conserving wild exploited species and is co-editor of *Parks in Peril: Working with Politics and People to Save Neotropical Biodiversity* (Island Press, 1998). His most recent publication is "The Future of Conservation," *Foreign Affairs* (September 2002).

Dr. Steven Sanderson will receive the Distinguished Alumnus Award at UCA's spring commencement ceremony on May 3.

The following resolution was unanimously adopted upon a motion by Dr. Stanton with a second by Dr. Chakales.

"BE IT RESOLVED: That the Board of Trustees hereby recognizes the contributions and achievements of Dr. Steven Sanderson and confers on him the honor of distinguished alumnus. The Board directs the administration to prepare appropriate formal resolutions and memorials to recognize his accomplishments."

Parental Notification Policy: Alcohol and Controlled Substances
(Board Policy No. 708)

* Not presented to the Board

Fee waiver – Employees (Board Policy No. 623)

The administration proposes a minor rewording of the fee waiver policy for employees. The reason for the proposed change is to avoid confusion over the technical definition of “dependent child” under the Internal Revenue Code.

The current wording of the policy requires that the dependent qualify as a “dependent child” as defined by the Internal Revenue Code. To qualify as a dependent child under the Internal Revenue code, the dependent must be eligible to be claimed as a dependent on the employee’s federal tax return and not have obtained the age of 24. In other words, the dependent cannot meet the definition of a dependent child during the calendar year in which he or she turned 24 years old. Many people have been unaware of this definition of “dependent child” and use of the term has caused a great deal of confusion with several university employees being caught by surprise when their dependents were no longer eligible for the fee waiver. .

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

“BE IT RESOLVED: That the Board of Trustees approve the following revision to Board Policy No. 623, “Fee Waiver – Employees.”

Series: 600
 Policy Number: 623
 Policy Name: Fee Waiver - Employees
 Adoption Date: 4/67
 Revision Date: 6/67, 6/68, 11/68, 11/72, 3/73, 9/75, 1/77, 8/77, 6/83, 6/84, 12/85, 4/87, 8/91, 8/91, 4/95, 6/96, 2/97, 8/97, 5/98, 10/98, 5/00, 10/02, 8/03, 12/05
 Policy Text:

Undergraduate and Graduate Registration Discount Program

As referenced in IRC Sections 117(d) and 127, UCA has established a tuition remission program for eligible employees and their spouses and dependents. The purpose of this policy is to provide guidelines for use of the fee discount program. Registration discounts are designed to support the professional educational development of UCA employees and to provide an additional opportunity for the spouses and dependents of UCA employees to attain their individual educational goals.

Costs and eligibility will be based upon the registration fee schedule in place for the semester in which the initial enrollment occurs, subject to any overall registration guides or changes adopted by the Board of Trustees. The discount on required fees applies only to the Facility fee, Co-op fee, AAGE Test fee, Student Center fee, HPER fee, Athletic fee, Technology fee and Fine and Performing Arts fee. The discount will not apply to any future student-initiated fees. The discount may not be used in conjunction with other University fee reductions or discounts or with other University-sponsored tuition scholarships. The discount will not apply to study-abroad programs. However, the fee- waiver discount may be used in conjunction with state-funded scholarships (ADHE-administered scholarships) and/or with private scholarships and assistance

Eligibility and Restrictions

Only courses taken for college credit qualify for the discount.

Eligibility is restricted to full-time, benefits-eligible employees and the spouses and dependent children of those employees.

The fee remission for employees, spouses, and dependent children will commence with the beginning of the next semester or term after the date of employment. For example, if an employee's hire date is October 1, their fee-remission privileges will begin at the start of the spring semester.

Employees

During normally-assigned work hours, employees may take no more than six (6) credit hours in the fall and/or spring semesters and no more than three (3) credit hours during each summer term.

The first three (3) credit hours taken during assigned work hours will not require any leave time. If the employee so chooses, the employee may, during the fall and spring semesters, take an additional class of up to three (3) credit hours during his/her

lunch period. Time-off for courses taken during normal work hours, including the lunch period, must be approved by the employee's supervisor and department manager. Efforts should be made to schedule courses at times that will least interfere with heavy seasonal workloads or exceptionally busy periods of the work day.

Children

Children are defined as the unmarried children of benefits-eligible employees or the unmarried dependents for whom the employee is the legal guardian, who are under age 25 and who may be claimed as dependents for federal tax purposes by that employee. An employee may receive a fee waiver for a child meeting the aforementioned definition of children through and including the semester in which the child turns age 25. ~~Children must meet the IRS definition of dependent (eligible to be claimed as a dependent child for federal tax purposes) during each year of the fee remission.~~

~~Graduate degree fee discounts are not available for spouses or dependents.~~

Costs

Employees, the spouses of employees, and/or the children of employees will pay an amount equal to twenty (20) percent of regular in-state registration and applicable eligible fees for undergraduate courses.

Employees will pay an amount equal to fifty (50) percent of the regular in-state registration and applicable eligible fees for graduate courses.

~~Graduate degree fee discounts are not available for spouses or children.~~

If an employee resigns or otherwise moves from benefits-eligible employment during a semester in which the employee, spouse and/or dependent discount is used, the employee must pay a prorated portion of the regular registration and fees represented by the period of time remaining in that semester.

Exceptions

If an employee dies or becomes disabled (as determined by the University's disability insurer) during a semester in which the employee, a spouse or dependent is receiving the discount, the disabled employee and/or the surviving spouse and/or dependent will continue their eligibility as if that employee was still eligible and with all other guidelines and restrictions remaining. Spouses and dependents who are not receiving the discount at the time of the employee's death or disability will be eligible for the discount for five (5) years from the date of death or disability.

Operating Budget for 2008-09

The proposed operating budget for fiscal year 2008-09 totals \$150,096,750 as compared with the revised 2007-08 budget of \$147,897,653. This represents an increase of \$2,199,097 or 1.49%.

REVENUES

Student Fees

The increase in student fees is based on the changes in Board Policy 630, related to the general registration fee and the Board Policy 639, college specific fees. The general registration fee included in this budget reflects approximately a 5.6% increase in the general registration fee (\$161 to \$170 per credit hour).

This budget includes the changes approved the Board of Trustees in May 2006 that allowed the general registration fee to be charged for each hour in which a student is enrolled.

The college specific fees have been expanded to include the colleges who have higher production costs. The College of Health and Behavioral Sciences, the College of Natural Science and Mathematics and the School of Business Administration fees have been identified as high cost colleges.

State General Revenues - Projected state general revenues are based on the assumption that the university will receive 100% of Category A and 53.9% of B. State funding is expected to decrease by \$2.4 million from the 2007-08 funding level.

Athletic Revenues - The athletic revenues includes an increase of \$1 per credit hour (\$12 to \$13 per credit hour).

Other Auxiliary Revenues - The room and board rates were approved in February 2008 and this budget includes a revenue increase of 1.87%.

EXPENDITURES

Salaries/Fringes- The salary budget decreased by approximately \$275,000 due to the elimination of vacant positions that were funded in previous budgets but were not included in the 2008-09 budget. The fringe benefit budget was increased by \$626,000 due to a change in the benefit assessment rate from 30 to 31 percent.

The administration is asking the Board to approve a COLA adjustment contingent on a revised forecast of revenue by the State of Arkansas. It is expected that the state could increase the forecasted revenue to an amount higher than the current forecast of 53.9% of B. The administration does request the flexibility to adjust this operating budget to include a COLA when funding is made available. The approximate cost of a 2% COLA is expected to be \$1.5 million, including fringes.

Maintenance and Operation – The academic operational budgets have been held constant with some increases in utility costs and building maintenance. The increases in utilities and maintenance budgets have been offset by reductions in other departmental operational expenses.

Housing and Food Services - The housing and food service budget will increase as a result of the new food service contract (February 2008) and the cost of utilities and maintenance items.

Other Items – This budget includes an increase in debt service of \$1.2 million to reflect the principal and interest to be paid on the 2007 A and B bond issues. This increase was partially offset by the lower interest rates obtained through the refinancing of the 2007 C bond issue.

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 2008-09 operating budget totaling \$150,096,750 and that this budget may be increased to fund a COLA adjustment contingent on a revised forecast of revenue by the State of Arkansas.”

EXECUTIVE SESSION

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

OPEN SESSION

Open session was unanimously declared upon a motion by Mr. Harding with a second by Mrs. Bassett.

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

“BE IT RESOLVED: That the Board of Trustees hereby approve the personnel matters as presented in executive session.”

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

Mr. Randy Sims, Chair

Dr. Harold Chakales, Secretary