

The Board of Trustees of the University of Central Arkansas convened in regular meeting at 2:00 p.m., Friday, November 7, 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
	Mrs. Kay Hinkle
	Mr. Scott Roussel
	Dr. Mike Stanton

MINUTES

The minutes of the July 25, August 28, September 22, and October 10, 2008 Board meetings were unanimously approved as submitted upon a motion and a second.

Dr. Stanton asked that a correction be made to the August 6, 2008 minutes. On page two of the minutes a question asked of Barbara Anderson was attributed to Rush Harding, when in fact, it was asked by Mike Stanton. With that correction, the minutes of the August 6, 2008 Board meeting were unanimously approved upon a motion and a second.

INTRODUCTIONS AND ANNOUNCEMENTS

Interim President Tom Courtway introduced Robert “Bunny” Adcock as the Interim Vice President for Finance.

Chief Larry James recognized several of the police officers that were involved with the October 26, 2008 shooting incident that took place on the UCA campus. President Courtway thanked them for their good work and heroic acts.

Chris Charlton, Director of Housing, recognized the following students for their part in assisting the police officers at the scene of the shooting incident:

Daniel Sheets, Residence Coordinator Arkansas Hall
Thomas Bruick, Residence Coordinator State Residential College
Jacob Johnson, Resident Assistant Arkansas Hall
Rob Hendricks, Resident State Hall
Tony Deeds, Resident Arkansas Hall

President Courtway thanked them for their heroic acts.

PRESIDENT’S REPORT

President Courtway reported on the following items:

- Schedule of 2009 Board Meetings:

- February 6, 2009
 - May 8, 2009
 - July 24, 2009
 - November 6, 2009
- Annual Athletic Camp Report – presented by Dr. Brad Teague, Athletic Director

ACTION AGENDA

Resolution of Appreciation for Paul McLendon, Vice President for Finance – The following resolution was unanimously adopted upon motion by Rush Harding with a second by Mike Stanton:

RESOLUTION

WHEREAS, Paul McLendon earned his Bachelor of Science degree from Harding University in 1977, and his Masters of Business Administration (MBA) from the University of Arkansas at Little Rock in 1999, and is a Certified Public Accountant (CPA); and

WHEREAS, Mr. McLendon has had a long and distinguished career in higher education having served as Vice President for Fiscal Affairs at South Arkansas Community College in El Dorado, AR, and in a variety of roles in the business office at Southern Arkansas University in Magnolia, AR, and in state government as an auditor with the Arkansas Division of Legislative Audit; and

WHEREAS, Mr. McLendon was hired as Associate Vice President for Financial Services at UCA on December 12, 2000; and

WHEREAS, Mr. McLendon promoted to Vice President for Financial Services at UCA on July 1, 2003; and

WHEREAS, Mr. McLendon has announced his retirement from the University effective December 31, 2008; now therefore be it

RESOLVED, that the Board of Trustees of the University of Central Arkansas does hereby extend its sincere appreciation and gratitude to Mr. McLendon for his years of dedicated service to the University and to higher education; and be it further

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

Adopted this 7th
day of November 2008,

Chair of the Board

in Conway, Arkansas

Secretary of the Board

Elimination of Academic Transcript Fee – Board Policy No. 634 - Since 1991, the Office of the Registrar has charged a nominal fee for transcript service to students. The technology used to prepare transcripts has changed the fundamentals of the service provided, and the fee has been found to be unnecessary. Many other institutions have eliminated fees such as this. Following a recommendation from the registrar, the provost and the vice president for financial services support striking the charge to obtain a transcript from Board Policy Number 634.

The following resolution was unanimously adopted upon motion by Mike Stanton with a second by Kay Hinkle:

“BE IT RESOLVED: That the Board of Trustees hereby rescinds the Academic Transcript Fee for UCA students.”

Other (than pension) Postemployment Benefits (OPEB)- Board Policy No. 516 – This item was tabled until more specific information regarding the overall cost of the recommendation was available.

Fee Waivers – Miscellaneous – Board Policy No. 622 - Current Board Policy authorizes a stipend equal to **one-half of tuition and fees** and full room (double-occupancy rate if residing in university housing) and board (19-meal plan) charges each, Fall, Spring, Summer I and Summer II semester for the Student Government Association positions of Executive Vice President, Vice President of Finance, and Vice President of Operations; and the Student Activities Board President during their term of office. The policy also authorizes a stipend equal to **full tuition and fees** and full room (double-occupancy rate if residing in university housing) and board (19-meal plan) charges each, Fall, Spring, Summer I and Summer II semester for the Student Government Association president during his/her term of office.

From time to time, during the Fall and/or Spring semesters, some of the SGA Executives reach the scholarships stacking provisions set forth in Ark. Code Ann. § 6-80-105, which prohibits them from taking advantage of the current stipend provided for in Board Policy No. 622. The SGA has adopted a resolution requesting that the administration add a provision to Board Policy No. 622 authorizing those executive officers impacted by the “stacking” provisions of Arkansas law to receive \$1,500 for the positions of Executive Vice President, Vice President of Finance, and Vice President of Operations; and the Student Activities Board President during their term of office and \$2,000 for the Executive President during his/her term of office.

This proposal will be retroactive to the Fall 2008 term.

The following resolution was unanimously adopted upon motion by Mike Stanton with a second by Kay Hinkle:

“BE IT RESOLVED: That the Board of Trustees adopts the changes as an amendment to Board Policy No. 622, “Fee Waiver – Miscellaneous.”

Presidential Search Process – Board policy 202 - The Board of Trustees, finding it necessary to adopt a procedure for conducting the presidential search, resolves as follows:

“BE IT RESOLVED: That the Board of Trustees hereby adopts the following document as Board Policy No. 202, ‘Presidential Search Process;’

Series: 200

Policy Number: 202

Policy Name: Presidential Search Process

Adoption Date: 11/08

Revision Date:

Policy Text:

Purpose

This process pertains to the recruitment, nomination, evaluation, and recommendation of candidates for the Presidency of the University of Central Arkansas.

Any Search Advisory Committee (“Committee”) established by the Board of Trustees shall serve as an aid to the Board of Trustees in its endeavor to find a new President for the University of Central Arkansas. The Board of Trustees shall develop a profile to be used as a resource by the Committee.

Exclusion of Applicants

No presidential applicant may participate in any step of this process.

Search Advisory Committee

Chair of the Search Advisory Committee

The Chairman of the Board of Trustees shall appoint a chair of the Committee who will provide leadership and facilitate meetings of the Committee. The chair shall be a non-voting member of the Committee.

Administrative responsibility for the presidential search shall be vested in the Chair of the Committee. The Chair will receive and maintain all records and conduct all correspondence during the application process.

The Chair shall also report all progress of the Committee to, and as directed by, the Chair of the Board of Trustees.

Campus Liaison to the Search Advisory Committee

A campus liaison will also be appointed to assist the chair in the planning and organization of committee meetings and on-campus interviews. The campus liaison shall be a non-voting member of the Committee.

Regular Members of the Search Advisory Committee

The chair shall recommend to the Board of Trustees persons to be appointed as members of the committee.

The members of the Committee shall be knowledgeable about the duties and responsibilities of the position of President and should be broadly representative of the interests of the University of Central Arkansas and university groups.

Composition of the Committee shall include one or more representatives from the following groups:

- Faculty
- Staff
- Students
- Senior Administrators
- UCA Foundation, Inc.
- Alumni of UCA
- Members of the community

In addition, the committee may include one member of the Board of Trustees. Interested groups should make recommendations to the chair not later than two weeks after the chair of the Committee is appointed.

Each group above shall recommend up to five (5) candidates to serve on the committee, but not less than three (3) for consideration by the Chair of the Search Committee and the Board of Trustees.

The chair shall make every effort to fully incorporate equal opportunity and diversity principles in choosing members of the Search Advisory Committee.

From the nominations made to the Chair, the Board of Trustees shall then select members of the Committee. The Board of Trustees shall have the right to make any changes, revisions, additions or ask any group for additional or substitute recommendations.

Search consultants/firm

With advance consultation and if agreed to by the Board of Trustees, the Committee may engage the services of an executive search consultant or search firm. The consultant/firm,

if hired, will assist the Committee with recruitment and evaluation of candidates. The consultant functions as a designee of the Committee chair and is involved in the search process only. The consultant and Committee shall not engage in any negotiations on salary or other employment terms with any candidate, unless specifically authorized to do so by the Board of Trustees. The contract with any search consultants, and manner and method of payment for services, shall be approved by the Board of Trustees.

Search Procedure

Announcement

A presidential vacancy, inviting applications and nomination, shall be advertised by the Office of the President. The notice of vacancy, containing the responsibilities and qualifications for the position, shall be circulated and distributed to all persons making application or who have been nominated for the presidency.

Equal Opportunity

The University of Central Arkansas is an equal opportunity employer. All aspects of the search process shall be conducted in accordance with equal opportunity principles and affirmative action guidelines.

Confidentiality and Access to Information

Confidentiality in the search process is essential to supporting a successful search and complying with state law regarding privacy of applicant information. Members of the Committee are required to maintain strict privacy of all applicant data received in the search process, except as authorized by the Chair of the Committee in accordance with state law and University of Central Arkansas policy.

Applications and nominations

All candidates applying or accepting nomination for the position of President at the University of Central Arkansas must provide the Chair of the Committee a letter of application, current resume, official transcripts for all degrees, and the names, addresses and telephone numbers of five (5) references or otherwise make application in a manner which provides the same information to the Committee.

Under the direction of the Chair of the Committee, the staff of the Office of the President shall process all the applications or nominations of candidates who have submitted applications, and shall notify all applicants upon receipt of materials. The Chair of the Committee shall send all complete applications to the Committee for review.

The Chair of the Committee shall serve as a liaison between the applicants, the campus liaison of the Committee, and the Interim President to ensure that the procedure is conducted in a timely, fair, and efficient manner.

Preliminary Screening

The Committee shall evaluate the credentials of each applicant according to the specifications of the position description as approved by the Board of Trustees.

The Committee shall develop a protocol to handle reference checks for named references. Written consent must be received from the candidate before checking with named references or others.

After deliberation on a pool of preliminary applicants, the Committee may select a pool of semi-finalists.

Semi-Finalist Screening

The Committee will develop and implement procedures for screening semifinalists. The Committee must ensure confidentiality of the semi-finalists, to the extent permitted by Arkansas law, during all phases of the semi-finalist screening process, including, but not limited to reference checks, telephone contacts, and “off-site” screening procedures.

From the pool of semi-finalists, it is recommended that the committee identify acceptable candidates to be invited for a public, on-campus interview. The number of semi-finalists shall be determined by the committee, but it is expected that it will not exceed six (6) candidates.

On-Campus Interviews

The Committee chair, in concert with the campus liaison, shall be responsible for planning public on-campus interviews. The Committee shall prepare interview questions and evaluation procedures to be used during the on-campus interviews.

Any member of the university community participating in an on-campus interview may complete an evaluation and submit it to the chair of the Committee.

Committee members shall prepare an evaluation of candidates interviewed on campus. Following the completion of these evaluations, the committee chair and/or designee may conduct additional reference checks in accordance with a protocol developed by the Committee.

Screening Materials

All rating forms and written materials used by the Committee during the screening and interview process shall be retained in a secure manner at the institution and returned to the Interim President’s designee upon completion of the interview process.

Finalist Interviews

The Committee shall submit the names of at least four (4) finalists to the Board of Trustees for consideration. The list shall not be ranked. The Board shall review this list, and may also consider any other persons the Board deems worthy of consideration for the appointment as President. In the event the Board of Trustees decides to consider a candidate who was not reviewed by the Committee, the candidate’s name and

qualifications shall be forwarded to the Committee for its consideration and views prior to the interview by the Board of Trustees.

The Board shall then prepare a list of finalists. Once the finalists are selected by the Board, the Board may conduct such interviews or make such investigations or inquiries, as the Board deems necessary to aid it in the selection of the President.

Recommendation to the Board and Appointment

Based on the recommendations from the Committee and interviews with the finalists, appointment of the President shall be made by the Board of Trustees.

BE IT FURTHER RESOLVED: That the Presidential Search Committee be comprised of seven (7) voting members to include one (1) representative from the following UCA constituent groups:

- **Faculty**
- **Students**
- **Staff**
- **Foundation**
- **Alumni**
- **VP or Dean**
- **Faulkner County Community;**

BE IT FURTHER RESOLVED: That a member of the Board of Trustees be appointed to serve as an ex-officio, non-voting member;

BE IT FURTHER RESOLVED: That each constituent group will submit 1 – 3 names within the next two (2) weeks to the UCA Board of Trustees for appointment by the Board to serve on the Search Committee;

BE IT FURTHER RESOLVED: That Drs. Jeff Farris and Jerry Manion are appointed to serve as co-chairs of the search committee. In the event of a tie vote of the search committee, Dr. Manion will cast the deciding vote on behalf of the co-chairs;

BE IT FURTHER RESOLVED: That the search committee is directed to submit at least four (4) candidates, but no more than six (6) candidates, for consideration by the Board of Trustees for the president of the University of Central Arkansas.”

The motion to accept the resolution was made by Scott Roussel with a second by Kay Hinkle. The matter was opened for discussion.

Dr. Harold Chakales made a motion to amend the search process. The motion was to amend the “Finalist Interviews” section of the process and to delete the requirement to present a candidate to the committee for them to question that the Board had submitted and had not come through the search process. The motion did not receive a second.

Rush Harding made a motion to revise the resolution that appoints the co-chairs. Mr. Harding’s motion was to have the Board submit 2 -3 recommendations of people to serve as co-chair with Dr. Farris to the Faculty Senate and allow the Faculty Senate to vote on the person to serve as co-chair with Dr. Farris. Dr. Mike Stanton seconded the motion. With a vote of 4-2, the motion failed. Rush Harding and Mike Stanton voted for the motion and Scott Roussel, Kay Hinkle, Patricia Bassett and Harold Chakales voted against the motion.

Mike Stanton made a motion to revise the resolution that requires each constituency to submit 2-3 names to allow each group to submit 1-3 names. Harold Chakales seconded the motion. The motion passed with a 4-2 vote. Mike Stanton, Rush Harding, Patricia Bassett and Harold Chakales voted for the motion. Kay Hinkle and Scott Roussel voted against the motion.

The resolution, with the revision to allow 1-3 names to be submitted by each group, was approved with a unanimous vote.

VII. NOTIFICATION – INACTIVATION OF ACADEMIC PROGRAM, MSE IN EARLY CHILDHOOD EDUCATION

A copy of the notification sent by President Lu Hardin to the Board of Trustees dated August 4, 2008, is attached. The MSE in Early Childhood Education has been placed on inactive status.



To: Board of Trustees
From: Lu Hardin, President
Date: August 4, 2008

A handwritten signature in black ink, appearing to read "Lu Hardin", written over the "From" field of the memo.

Subject: Notification of Inactivation of Academic Program

At the request of the provost, the administration has adopted a new procedure that it will follow in certain circumstances when the Department of Higher Education needs to be notified of decisions with respect to academic programs. There are certain actions that may be taken by an institution of higher education in the case of academic programs that do not require official action by the Board of Trustees, but do require that the Board be notified. When these matters arise, I plan to send the Board a memorandum, such as this one, and then list that item on the agenda of the next regularly-scheduled Board meeting as a "notification" item.

In this case, the Council of Deans and the provost recommend the MSE in Early Childhood education go inactive while the program is revamped to be offered by distance education. Taking the program to an inactive status will avoid the danger of having a low-productivity program. I have attached information submitted by the provost about this action.

If you have any questions, please do not hesitate to contact me.

LH:jg

attachment

No action was required on this item.

EXECUTIVE SESSION

Executive session, for the purpose of considering personnel matters, was unanimously declared upon motion by Mike Stanton with a second by Kay Hinkle

OPEN SESSION

Open session was unanimously declared upon motion by Rush Harding with a second by Mike Stanton.

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

“BE IT RESOLVED: That the Board of Trustees hereby approves the personnel list presented in executive session, provided however, that the administration is authorized to make corrections and changes of a clerical nature.”

The following officers were elected for 2009 upon motion by Mike Stanton with a second by Patricia Bassett:

Chair:	Rush Harding
Vice Chair:	Harold Chakales
Secretary:	Scott Roussel

There being no further business to come before the Board, the meeting was adjourned upon motion by Scott Roussel with a second by Patricia Bassett.