

The Board of Trustees of the University of Central Arkansas convened in regular meeting at 1:30 p.m. Friday, August 26, 2011, in the Board of Trustees Conference Room in Wingo Hall with the following officers and members present

Chair: Mr. Scott Roussel  
Vice Chair: Mr. Bobby Reynolds  
Secretary: Mr. Victor Green  
Dr. Harold Chakales  
Mr. Rush Harding  
Mrs. Kay Hinkle  
Mr. Randy Sims

### MINUTES

The minutes of the May 6, 2011 Board meeting and the June 27, 2011, teleconference Board meeting were unanimously approved as submitted upon a motion by Bobby Reynolds and second by Randy Sims.

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

The following are Austin Hall's comments, President, Student Government Association:

Thank you Chairman Roussel, President Meadors, and members of the Board for the opportunity to speak to you this afternoon. I'd like to share with you some goals and points of interest from our SGA for this academic year.

First, I'd like to update you on the progress of the amphitheater project in the Student Center courtyard. Our timeline began back in the spring semester when we met and interviewed with five different architect firms. We hired a firm called MESA—and met with them in late June to give them our vision for the amphitheater, along with a checklist of things we'd like to see in the design.

MESA informed us that their designing process was approximately 90 days in length, so we do not yet have any designs to show you—but hopefully we'll be breaking ground at the end of this calendar year.

We're currently in the contracting and bidding phase with a desired completion date of spring 2012. I've had a lot of students share their excitement with me over this amphitheater project. It has created a lot of momentum and pulled together many different offices and departments.

One of the unique features of the amphitheater plans is the incorporation of the brick legacy walk. The Brick campaign will launch this fall and will be open to all UCA graduates who are members of the alumni association. I think this is something the students will really embrace and feel a connection with.

One of our primary goals this year as an SGA is to ensure that student fees are being allocated and spent appropriately and to the original intent of the fee.

The students feel that our administration has done an excellent job of ensuring that our fees are properly administered. In the interest of increased transparency we would like a yearly evaluation of the fees to assess their continued need.

This semester the average student taking 15 hours pays \$871 dollars in fees.

The SGA is planning to utilize our Student Fee Advisory Committee. This committee is made up not only of our elected senators, but of other students as well. We'll be setting up meetings for presentations from every person or department responsible for budgeting and administering each student fee. These presentations will occur twice this year—the first this fall so that we can be familiar with their budgets and plans, and the second at the end of the year, so that we can assess the success and implementation of the fees. Following the second hearing I will have a summary of our findings for you all---we hope that the SGA will continue this process after this year.

With respect to the fee proposal process, the SGA greatly appreciates the administration coming to us for our opinions—we hope that this is continued this year, and we hope that if you get a fee or tuition proposal without an SGA resolution that you do not consider those fees for a vote.

Another one of our main goals is to make sure that the University's Diversity statements, hiring policies, and EEOC statements are nondiscriminatory and updated to include sexual orientation, religious expression, gender identity and expression. While hiring is not necessarily a student issue, we will support the hiring of our faculty and staff to have non-discrimination policies that reflect our values as students. Last semester our SGA unanimously passed a resolution in support of this, and we intend to pass another this year.

We are pleased to continue our participation in the SPARC (strategic planning and resource counseling) process. We very much look forward to having a part in implementing these goals. The students stand strongly behind our newly adopted strategic plan. We believe that since this has been such a strong university-wide effort—it would be a disappointment and a hindrance to UCA's mission if our efforts were to go to waste. However, we're confident that that won't happen.

Finally, SGA will be having our annual retreat in a few weeks. I'd like to take this opportunity to invite you all to dinner with our new senators and our administration on September 16<sup>th</sup> at

6:00—it's a Friday evening. It'll be held in Brewer-Hegeman; I'll make sure that you all receive additional information.

Once again, thank you for your time. I'll do my best to answer any questions you may have.

The following are Dr. Janet Wilson's comments, President, Faculty Senate:

President Meadors, Chairman Roussel, Trustees,

I would like to thank the Board for this opportunity to outline some of the goals the Faculty Senate will address this year.

At the May Board meeting you approved the Strategic Plan that was the end result of months of collaboration from members of all aspects of the UCA family. Again we want to recognize Dr. Mike Schaefer and those committee members of SPARC for their hard work in guiding the University through a process of articulating where we are, where we want to be in the future, and identifying a path to get there. Now, however, comes the time to implement the initiatives that arose from the Plan. In addition, the University must respond to the Higher Learning Commission by May. A large portion of this response will relate to General Education issues and university assessment needs, some of which were prioritized within the Strategic Plan. Thus, we see the Higher Learning Commission response and the Strategic Plan initiatives go hand-in-hand.

My goal for the Faculty Senate, then, is to play an active role, where possible, in moving the university forward through the implementation of the Strategic Plan initiatives and in the completion of the Higher Learning Commission report. The July 14<sup>th</sup> Strategic Plan retreat I attended provided the UCA community a starting point for prioritizing "cost" and "no cost" initiatives, and offered me a way to envision the role of the Faculty Senate this year.

Under the Strategic Plan No Cost Initiatives:

1. Issues of transparency and communication continue to be of central concern to all involved.

While I've seen positive progress in vertical methods of communication on campus:

- Development of the Board of Trustee sub-committees, and
- Invitations for the Presidents of the SGA, Staff Senate, and Faculty Senate to attend the summer Board retreat.

There have been a couple of areas of "slippage:

- The new organizational structure for the University has removed lines of communication to President Meadors from the SGA, Staff Senate, and Faculty Senate.

- In addition, the organizational structure does not provide a line from the faculty of the University College to the Provost. We can't have faculty on campus with no recognized link to the Chief Academic Officer.

These are examples of vertical communication issues we'll address this year.

It became apparent last year that another area of communication that needs to be addressed is our horizontal communication.

- To that end I've asked the Faculty Senators to meet with their Deans to get a feel for goals and needs at that level.
- Also, I'll start meeting with the Academic Council, which is made up of Chairs and Associate Deans. In addition, one of our Senators is a Chair so we should be better able to share information at this level.
- Finally, last year President Lynn Burley established a Faculty Concerns site on the Faculty Senate web page. We'll continue to expand it this year.

2. A second "no cost" activity is the development of a diversity statement for the Faculty Senate Handbook. A subcommittee of the Senate was charged with this task yesterday. In truth, while a diversity statement for the Faculty Handbook is a "no cost" item, we recognize the implementation of a minority recruitment program will, potentially, be quite costly. As colleges and departments work to develop a minority faculty recruitment plan, hard decisions will have to be made throughout all of the UCA family.

Under the Strategic Plan Cost Initiatives:

1. Last year a subcommittee of the Faculty Senate outlined the various tasks that should be taken to make sure the University is prepared to respond to the concerns expressed by the Higher Learning Commission. This year the Faculty Senate will play an active role in the report that is due in May. I have spoken with the co-chairs, Deans Hattlestad and Lee about the role of the Faculty Senate and yesterday charged a Senate subcommittee with the task of participation in the completion of the final report.

2. The third prioritized item to come out of the Strategic Plan retreat this summer was a goal to address faculty salaries. I want to emphasize that this did not originate from the faculty, but rather a gathering of the UCA Family. We recognize that to be able to best educate and retain our students we must first recruit and retain our faculty. This year the Faculty Senate will participate in the discussion of fund allocation along the lines of across the board raises, merit pay, equity pay, and minority recruitment funding.

3. Along the same line of faculty salaries are faculty benefits. Last spring a subcommittee was set up to address the woefully outdated sick and maternity leave policy. We are currently drafting a new Medical, Parental, and Military Family Leave policy that we expect to bring before you in the spring.

The above topics outline the goals I have set for the Faculty Senate this year. Please be aware that the Faculty Senators will meet with their constituents on August 30<sup>th</sup> and this will generate additional areas of need for us to address. As you can see, we will be very busy this year. I look forward to running down the list of our accomplishments for you at the May Board meeting.

The following are Diana Winter's comments, President, Staff Senate:

Mr. Roussel, distinguished members of the Board, President Meadors-

Thank you for the opportunity to give an update on behalf of Staff Senate. As the Fall semester begins, I can feel the excitement across campus and I am looking forward to what promises to be a positive and productive year with Staff Senate. We are enjoying lines of open communication with the administration and the Board. Earlier this month, our vice-president, Stephanie McBryer, attended the Board retreat and had a positive report. We have also had several vice presidents attend our meetings, sharing their vision and being supportive of our endeavors. So far it's been a great year!

I met with President Meadors last month and know that he is committed to working with us. For example, he has once again committed to fund the food costs for our annual Winter Feast in December and our Staff Picnic in May. The Winter Feast is the fund raiser for the Angel Bear Tree Fund and his commitment to pay for food allows the ticket cost to be a donation to the fund that provides gifts and food to members of the UCA Community in need during the holidays. Again, we appreciate this support and are looking forward to hearing from President Meadors during the upcoming UCA Community forums.

In July, Staff Senate Executive Committee met to establish our goals for the year and we started with our mission statement. The first sentence, "The UCA Staff Senate's mission is to provide communication and representation so that a positive attitude can be achieved within the university," is the basis for our primary goal for this year as we work to improve communication with staff at all levels. As the voice of the staff, we want to continue open communication with the administration and increase awareness and accessibility of Senators to all staff. Senators have been directed to send regular email updates to their constituents, we have sent our web links & contact form through staff-wide emails and we are planning to host Senate Meet and Greets each semester. (The Meet and Greets will be informal gatherings that will give staff the opportunity to meet all the Senators and allow them to bring up any concerns.)

Since sending out the link to our online contact form we have seen an increase in the number of concerns submitted. We take all staff concerns very seriously and we have developed procedures for processing them and forwarding them to the proper people who can help us address the issue. This form gives staff a means to communicate any concern and we have received a number of common questions, most involving COLA's/raises. We are working to compile these most frequently asked questions & answers and will list these on our website under "Answers to Common Staff Questions."

We've been filling Senate seats on university committees and recently added a "Committee Update Form" to our site to make it easier for those representatives to turn in their reports.

Many of our projects are on-going from last year. Again, we support the adoption of uniform diversity statement and expect both SGA and Faculty Senate to bring forth the same verbiage for adoption this year. I think we can all recognize the importance of celebrating diversity at our institution. At the SPARC meeting, the consensus was to make diversity a priority in all the strategic goals and we ask for your support when it comes time to vote to adopt the uniform diversity statement brought forth last year by Staff Senate Resolution.

Another continuing project is the need for regular Staff Handbook updates. Our Staff Handbook Committee will be meeting in the next few weeks and compile recommended changes, pass these onto Human Resources and continue to work with HR to make this a regularly scheduled process.

Senate continues to put salary concerns of the staff as a priority. With regard to salary issues, I attended the SPARC meeting last month and am happy that these issues were in the top three priorities voted by the committee. I am confident that staff will see progress as the 3-5 year plan unfolds. We will continue to work with the Administration to ensure that the issues of salary compression and equity are addressed. We would like to ask that the university move towards the prioritized goals in the strategic plan.

This fall, we awarded 13 senate scholarships totaling \$3600 (11 to staff, 1 staff dependent). We will be volunteering at football and basketball games again this year to earn money to fund our scholarships and plan to give \$4200 for 2012-2013. If you attend the home games, please be sure to say hello to our Senators who work as ushers!

We hope that you will continue your commitment to Professional Development for Staff. We saw an increase in applications for funding our second go round. Last fall, we had 8 applicants and awarded money to 7 of those applicants. This spring, we had 23 applicants and awarded to 17. Applications nearly tripled once word spread and we expect to continue to see more applicants.

I am meeting monthly with both the Faculty Senate and SGA presidents. We review our goals and challenge each other to keep our priorities in line with the strategic plans. So far, it has been very helpful and I look forward to working with Janet and Austin more as the year progresses.

Our Employee of the Year and Employee of the Quarter program continues and we are receiving more applications each time. We will be partnering with the President for an additional surprise for the award winners, as well as adding 2 tickets to the 2nd Annual Night of Distinction (May 12, 2012) as part of their award basket. We would love to be able to increase the monetary award for the recipients as well, but we do not have the funding right now. We feel employee recognition is very important to staff morale and will continually look for ways to expand this program and explore other means of rewarding staff for exceptional work.

I would also like to thank supervisors who allow our Senators to attend meetings, correspond with staff and help with volunteer and campus events. I would like to ask for this support to continue in the coming year.

There are a number of exciting things happening across campus and I look forward to a year of working together. Staff Senate is here to be the liaison between the administration and staff and we welcome your input and comments and hope you will also welcome our input and ideas. We have a diverse group of talented people who contribute much to the success of our institution and we ask for your continued commitment to addressing our needs. We are all on the same team, working towards the same goals. Go Bears!

### **AUDIT COMMITTEE REPORT**

Mr. Bobby Reynolds, chair of the Audit Committee, reported that new officers need to be appointed/elected at the December Board meeting.

### **PRESIDENT'S REPORT**

Chairman Scott Roussel told the Board that Aramark had given a \$700,000 gift to the University to be used to renovate the President's residence. Mrs. Patsy Minton Newton, chair of the President's Residence Committee, presented the committee's final report to the Board. The report is attached to these minutes.

Bobby Reynolds made a motion to retain Cromwell Architects for preliminary drawings and costs for renovations to the President's residence. The motion passed unanimously upon second by Rush Harding. The Board also agreed to have Mrs. Shelley Mehl, Vice President for Advancement and Mrs. Diane Newton, Vice President for Finance and Administration, chair a committee to work with Cromwell Architects.

Rush Harding made a motion to pay Dr. Meadors \$1500/month in state money to lease a house while renovations are being considered. The motion passed unanimously upon second by Randy Sims. Mr. Harding said that if the lease was more than \$1500/month, he would raise the money for the amount over the \$1500.

## **ACTION AGENDA**

### **SECTION 125 ADMINISTRATION SERVICES**

The Internal Revenue Code permits the University to establish a program in which employees may make pre-tax contributions to individual accounts that may be used for out-of-pocket medical expenses and/or dependent-care expenses. The University has offered this program to its employees for many years. This program is currently administered by a third party provider, DataPath. However, the contract with DataPath is at the end of its 7-year term, the longest period of time the University may contract with a vendor under Arkansas law, and the contract must be re-bid.

The University issued a Request for Proposals (RFP) in July 2011, for administration of the program beginning in January 2012. At the time of the preparation of this agenda item, the responses from the RFP have not been received. However, that information will be available before the Board meeting. The Human Resources staff will compile the responses, submit the information to the Fringe Benefits Committee for its consideration and then provide that information to you in advance of the Board meeting.

A letter from Dr. Graham Gillis, Associate Vice President for Human Resources, recommending that UCA remain with DataPath as the Section 125 administrator is attached to these minutes.

The following resolution was unanimously adopted upon motion by Randy Sims with a second by Rush Harding:

**“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into an agreement with the successful vendor for the administration of the University’s flexible spending account program.”**

**SERIES 100 AND 200 OF THE BOARD OF TRUSTEES’ POLICIES (REVISIONS)**

Under Arkansas law, the Board of Trustees is a body politic and corporate and politic. Under the law, the Board is charged with the management and control of the University, and has full power and authority to “...make, constitute, and establish such bylaws, rules and orders not inconsistent with law as to them seem necessary for the regulation, government and control of themselves as trustees and all officers, teachers, and other persons ....”

The Board of Trustees has adopted a series of policies governing certain matters and these policies are set forth in the following eight series:

- Series 100 - Institutional Mission
- Series 200 - Board of Trustees
- Series 300 - Provost
- Series 400 - Administrative Services
- Series 500 - Personnel
- Series 600 - Financial Services
- Series 700 - Student Services
- Series 800 - Athletics

Approximately one year ago, President Meadors appointed a working group to undertake a review of all of the policies of the Board. The working group was composed of Mr. Jack Gillean, Dr. Jonathan Glenn, Ms. Katie Henry and Mr. Tom Courtway. The working group reviewed the existing policies, met with members of various departments and divisions on campus, and has made recommendations to the President.

As part of this process, a new template has been developed so that at the bottom of each page, the reader will see the Board policy number, the subject matter of the policy, and how many pages it includes. This new template should assist the reader.

Changes and revisions in Series 100 and 200 are presented for your consideration. Proposed revisions to the other series will be brought before the Board at later dates.

As with other material presented to the Board of Trustees, material to be deleted is stricken through, and material to be added is highlighted.

What follows is a summary of the recommended changes.

1. Series 100 - Institutional Mission:

Series 100 deals with the Institutional Mission. As proposed, some of the parts have been combined, and others have been deleted.

(a) Policy No. 100 has been revised to be the “History of the University/Role and Scope.” This policy has been revised by taking part of existing Policy No. 110 and making those parts the first three paragraphs of revised No. 100. There are other minor editing changes.

(b) Policy No. 101 is proposed for deletion. This policy describes two of the University’s doctoral programs. It is not necessary any longer.

(c) Policy No. 102, the ADHE Role and Scope statement, has been revised to delete all of the material attached. The revised policy, if approved, will simply be a statement of the University’s role and scope. The most recent role and scope adopted by the Higher Education Coordinating Board is attached.

(d) Policy No. 110, which describes the Strategic Framework, has been deleted, but part of the material in this policy has been moved to revised Policy No. 100. Because the University is in the process of developing and implementing a new strategic plan, it will be adopted and incorporated by Board resolution, rather than incorporated into the policy book.

2. Series 200 - Board of Trustees:

Series 200 deals with the Board of Trustees. The changes proposed are as follows:

(a) Policy No. 200, Organization and Duties of the Board of Trustees, has some minor revisions and stylistic changes. In addition, on page 4 of the revised policy, a new section has been added making a specific reference to the Arkansas Freedom of Information Act (section 3)..

(b) Policy No. 201, on Standards of Conduct and Conflict of Interest, has some very minor changes and nothing of substance.

(c) Policy No. 202, President Search Process, has no changes proposed.

(d) Policy No. 210, Publications Made Available to Board of Trustees, has been deleted. The reasons are that the current policy lists three publications, even though there are many other publications on higher education topics, and upon request of a member of the Board (or when the administration believes it would be helpful) any publication would be made available to a Board member.

(e) Policy No. 211, Reimbursement of Expenses for Official Board of Trustees Duties, has not been changed.

(f) Policy No. 213, Audit Committee, has one very minor change - adding the word "Purpose" in section 4.

(g) Policy No. 212, Requests to Address the Board of Trustees, has been revised to add two headings, and subsection (g) of section 3 has been made more clear and concise, and that speakers have five minutes and the order will be determined by the Board. A previous requirement that all presentations (in the aggregate) could last forty-five minutes has been deleted because persons desiring to address the Board (other than the presidents of the Faculty and Staff Senates, and Student Government Association) must be on the agenda, or added to the agenda by action of the Board.

The following resolution was unanimously adopted upon motion by Rush Harding with a second by Victor Green:

**“BE IT RESOLVED: That the Board of Trustees approves the following revisions to Series 100 and Series 200 of the Policies of the Board of Trustees of the University of Central Arkansas as attached to this resolution, and the changes set forth in revised Series 100 and Series 200 shall be effective from and after this date.”**

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 100

Subject: History of the University/University Role & Scope Statement

Date Adopted: \_\_\_\_\_ Revised: ##/##

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The University of Central Arkansas was established as Arkansas State Normal School by the General Assembly of Arkansas in 1907, with statewide responsibility for preparing citizens to teach Arkansas children. Summer sessions were started in 1910.

The name of the institution was changed to Arkansas State Teachers College in 1925. By legislative enactment, the Board of Trustees was given authority to grant appropriate degrees. In January 1967, the name of the institution was again changed by the state legislature to the State College of Arkansas, expanding its statewide role to a multipurpose institution. On January 21, 1975, the governor of Arkansas signed a bill granting university status to the institution and naming it the University of Central Arkansas.

The first diploma granted by Arkansas State Normal School was the Licentiate of Instruction, and in 1922 the first baccalaureate degrees were granted. Today the university’s comprehensive undergraduate curriculum comprises more than 80 major programs and nine different degrees. A program of study leading to the Master of Science in Education degree was inaugurated in 1955, the Educational Specialist degree was begun in 1980, and the first doctoral program offered in 1999. UCA has developed a variety of high quality offerings in graduate studies, with more than 30 master’s degree program options and 13 different graduate degrees, including doctoral programs in communication science and disorders, leadership studies, physical therapy, and school psychology. Extension classes were first offered through Correspondence Study courses in 1919-1920 and Study Clubs in 1920-1921. Outreach and Community Engagement, including extended-learning opportunities for undergraduate and graduate credit and in non-credit courses, continues to play an important role in fulfilling the university’s twenty-first century mission.

The University of Central Arkansas is a residential university offering undergraduate and graduate preparation in a variety of fields and disciplines. The University enrolls students from every county in the state. ~~The primary service area, as defined by the State Department of Higher Education, consistently exceeds thirty counties.~~

~~The University was established in 1907 as a state-wide teacher training institution. The mission has broadened since World War II into a multi-purpose university.~~ According to the Southern Regional Education Board, the University is currently categorized as a Master's I institution. The academic programs are organized into ~~five~~ **six** undergraduate colleges and a graduate school. Current and future areas of particular emphasis include the liberal arts; the broad area of business administration; teacher education, including special programs in counseling, special education, and early childhood education; fine arts and mass communication; health sciences; and vocational teacher education. The University offers programs in these areas through the master's degree and in education through the Educational Specialist degree. Particular needs in the area served by the University may justify further expansion into advanced graduate programs, particularly in programs of education.

The unique or distinctive features of the University are and will continue to be found in the commitment the University has made to (1) high quality instructional programs provided, (2) emphasis on remaining a residential institution in which well organized programs of campus life are an integral part of student development, (3) public service, (4) research, and (5) the spirit and plans outlined in the approved desegregation plan of 1978.

In an effort to fulfill the commitment which the University has to quality instruction, efforts are made to emphasize the following:

1. Accreditation for all programs in the University.
2. Opportunities for superior students through our Honors College.
3. ~~Offerings through the recently initiated Center for Vocational Education.~~
4. **3.** Program review on both the undergraduate and graduate levels.
5. **4.** A high quality computerized library and library collection.
6. **5.** A Developmental Skills Center for any student who needs academic assistance.

As a residential institution where campus life is considered important to student development, the University will:

1. Emphasize the important role of the Counseling Center and the services offered by the program;
2. Recognize the importance of a good work ethic and stress the services of Career Counseling;
3. Encourage the concept of co-curricular activities designed to encourage student activities as true learning experiences;
4. Place importance on cultural activities from which both student and community profit.

The public service commitment will be achieved by placing major emphasis on the following:

1. Continuing education programs offering both credit and non-credit courses.
2. Seminars, workshops, and conferences designed to meet the needs of business, industry, professions, and labor.
3. Undergraduate and graduate courses offered beyond the confines of the university campus to help update the professional preparation of the people.
- 4.

Research has been **■** and will continue to be **■** a very important component of any university. The University of Central Arkansas will conduct activities consistent with this obligation. In order to do so the university shall:

1. Encourage basic and applied research efforts by both faculty and students, particularly at the graduate level;
2. Emphasize research and the dissemination of research findings in business, science, health care, and education;
3. Encourage opportunities for both faculty and students to attack current problems facing society such as those concerning environment, energy, economics, and education.
- 4.

Finally and importantly, the commitment to desegregation of institutions of higher education means the university will:

1. Support those plans outlined in the desegregation plan of 1978;
2. Emphasize programs and activities designed to meet the goals of that plan.

~~The university has enjoyed a rather consistent rate of growth since World War II. Enrollment in the decade of 1966 to 1976 increased by 23 per cent. The university must face the need to control student enrollment in some academic programs. It is anticipated that total on-campus enrollment of the university will remain at 5200 to 5500 in the next five to ten years. Additional emphasis on programs for non-traditional students and/or increased efforts to provide two-year~~

associate degree programs not otherwise available in the Central Arkansas area may substantially increase this head count enrollment.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 101

Subject: Doctoral Degree Program

Date Adopted: 1/92 Revised: 08/92, 03/94, 10/94, 02/95

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The University of Central Arkansas Board of Trustees approves a change in the institution's role and scope to offer doctoral programs in school psychology and physical therapy. The Board authorizes the President to request approval of that change by the Board of Higher Education. The Board approves the initiation of the doctoral degrees in school psychology and physical therapy, approves the course of study for the programs, and authorizes the President to pursue the issue of the Board's authority under Amendment 33 through all appropriate means, to include an attempted resolution with the State Board of Higher Education or, in the President's discretion, a lawsuit to secure an interpretation of Amendment 33.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 102

Subject: ADHE Plan Role and Scope

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Date Adopted: \_\_\_\_\_ Revised: \_\_\_\_\_

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UCA is a comprehensive university offering a variety of associate, bachelor's, master's, and specialist degree programs to students throughout Arkansas. UCA's curriculum has expanded in recent years to include numerous academic disciplines in addition to its historical emphasis upon the field of education. Strength has been developed in the liberal arts and basic sciences, and attention now is given to technical and professional fields as well. The instructional program is based upon the goals of maintaining the highest academic quality and of assuring that the curriculum remains current, dynamic, and responsive to curricular trends and state needs.

**Attachment A sets forth the Role and Scope for the University as adopted by the Arkansas Department of Higher Education and the Arkansas Higher Education Coordinating Board.** ~~lists the degree programs recognized by the Board to be offered by UCA in carrying out its instructional role and scope.~~

~~UCA provides assistance to its varied constituencies in many ways. Independent study courses are offered through correspondence. The University works with the Arkansas Education Television Network, the state correctional system, and other off-campus credit programs in providing outreach instruction. Seminars, workshops, conferences, and in-service training activities to meet the needs of business and industry, public schools, and state and local government are delivered through Continuing Education, the Center for Management Development, the Small Business Institute, the Center for Academic Excellence, the Education Renewal Consortium, and the University's colleges and academic department. Faculty members also conduct applied research projects and provide information through publications, consulting services, and conferences.~~

~~Teaching is the primary focus for faculty members at UCA. Within the available time and resources, faculty members are also encouraged to participate in research and other scholarly activities in addition to their teaching responsibilities. Research by faculty members at UCA is encouraged by sabbatical leaves, released time, a faculty research fund, research centers, and computer hardware and software designed to support faculty research.~~

~~Attachment B lists the organizational units approved by the Board for UCA to carry out its instructional, public service, and research role and scope.~~

~~\*\*\* The foregoing was adopted by the ADHE as part of the Arkansas Higher Education Plan: 1989-1994 on October 13, 1989. The Board has not acted on this document; however, it is included for information purposes.~~

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 110

Subject: Strategic Framework

Date Adopted: 2/84 Revised: 4/90, 8/90, 8/04

**History of the University**

~~The University of Central Arkansas was established as Arkansas State Normal School by the General Assembly of Arkansas in 1907, with statewide responsibility for preparing citizens to teach Arkansas children. Summer sessions were started in 1910.~~

~~The name of the institution was changed to Arkansas State Teachers College in 1925. By legislative enactment, the Board of Trustees was given authority to grant appropriate degrees. In January 1967, the name of the institution was again changed by the state legislature to the State College of Arkansas, expanding its statewide role to a multipurpose institution. On January 21, 1975, the governor of Arkansas signed a bill granting university status to the institution and naming it the University of Central Arkansas.~~

~~The first diploma granted by Arkansas State Normal School was the Licentiate of Instruction, and in 1922 the first baccalaureate degrees were granted. Today the university=s comprehensive undergraduate curriculum comprises more than 70 major programs and nine different degrees. A program of study leading to the Master of Science in Education degree was inaugurated in 1955, and the Educational Specialist degree was begun in 1980. Since that time, UCA has developed a variety of high quality offerings in graduate studies, with more than 40 graduate program options and 11 different graduate degrees, including doctoral programs in physical therapy and school psychology. Extension classes were first offered through Correspondence Study courses in 1919B1920 and Study Clubs in 1920B1921. Academic outreach, including extended learning opportunities for undergraduate and graduate credit and in non-credit courses, continues to play an important role in fulfilling the university=s twenty-first century mission.~~

**Description of the University**

~~The University of Central Arkansas is a comprehensive university offering degree programs at the associate, bachelor=s, master=s, specialist, and doctoral levels. The University offers a variety of undergraduate and graduate programs in the liberal and fine arts, the basic sciences, business, and technical and professional fields in addition to its historical emphasis in the field of education. UCA strives to maintain the highest academic quality by supporting the professional~~

development of its teaching faculty and by ensuring that its curriculum remains current and responsive to the needs of those it serves.

UCA fosters learning and the advancement of knowledge both through research and other scholarly and creative activities and through its support for the personal, social, and intellectual growth of its students. Faculty scholarship, including faculty-student collaboration in a wide range of research and scholarly and creative activities, is an integral part of the teaching and learning mission of the University. These activities are encouraged at UCA in many ways, including active support for grant development, a variety of University grant opportunities for both faculty and students, faculty summer research stipends, sabbatical leaves, reassigned time, and up-to-date technological support. UCA supports student learning and growth by providing comprehensive student services and rich on-campus extracurricular programming, by developing learning communities on campus, and by encouraging students to be learners in a wider community through cooperative and service-learning opportunities and international experiences.

UCA serves its public constituencies with for-credit course offerings, both in off-campus class settings around the state and in other extended study opportunities; a variety of non-credit leisure and community education activities; and seminars, conferences, workshops, in-service training activities, and consulting services designed to meet the needs of business and industry, public schools, and state and local government.

### **Vision**

The University of Central Arkansas will be the center of learning in Arkansas.

### **Mission and Principles**

The mission of the University of Central Arkansas is to maintain the highest academic quality and to ensure that its programs remain current and responsive to the diverse needs of those it serves. A partnership of excellence among students, faculty, and staff in benefit to the global community, the University is committed to the intellectual, social, and personal development of its students; the advancement of knowledge through excellence in teaching and research; and service to the community. As a leader in 21st-century higher education, the University of Central Arkansas is dedicated to intellectual vitality, diversity, and integrity.

In carrying out this mission, the university is guided by the following principles:

- Teaching and learning flourish where disciplinary integrity and the focused explorations it allows are balanced by the connection-building of interdisciplinary collaboration.
- The search for knowledge entails both interaction and solitary reflection.
- Students accrue the greatest benefits when they master both trans-disciplinary skills—such as communication, critical thinking, and information literacy—and the specific bodies of information and ways of knowing particular to individual disciplines.
- Individual faculty may employ radically different methods in their teaching, scholarship,

and other professional practice and be equally effective.

- Embracing diversity—e.g., political, racial, intellectual, cultural—strengthens and enriches a university.
- A vital component of a student's experience in the university is the development of personal and social wellbeing and maturity.
- A university maintains its viability by sharing the talents and resources of the university with the global community.

### **Implementation Guidelines**

University resources will be allocated in a manner that will carry out the mission of the university and the goals of the plan. To that end, the university strives to provide optimal facilities and infrastructure to support the work of its faculty, staff, and students.

The university's strategic units (academic, administrative, auxiliary) will develop plans that complement the University of Central Arkansas' mission and strategic goals.

A university planning and assessment group will revisit the plan annually to evaluate progress toward stated goals and objectives and to consider revision or addition of goals and objectives.

Measures of performance stated in the plan are illustrative. University planning will be based on performance on stated measures as well as any additional evidence that helps evaluate progress toward goals and objectives.

Measures will provide quantitative and qualitative evidence (e.g., counts, percentages, narratives, documents, etc.). Unless otherwise indicated, student-related measures refer to both undergraduate and graduate students.

### **Strategic Goals**

**Goal 1: Deliver excellent curricula in general education, in degree programs at the undergraduate and graduate levels, and in continuing education.**

**Objective 1.—Support the General Education Program in fulfilling its purposes.**

*Measure:* General Education course assessment plans as developed by departments and the General Education Council.

*Baseline:* As defined in assessment plans approved by the GEC.

*Target:* To be determined.

*Measure:* Undergraduate student performance on the AAGE/CAAP.

*Baseline:* Last three years= performance data.

*Target:* 60% scoring at or above the national mean score on each test.

*Measure:* End of semester student ratings for general education courses.

*Baseline:* Current average ratings.

*Target:* To be determined.

*Measure:* Graduates= ratings of quality of general education courses.

*Baseline:* Current average ratings.

*Target:* To be decided.

*Measure:* Employer ratings of basic skills preparation of UCA graduates.

*Baseline:* To be established by survey of employers.

*Target:* To be determined.

**Objective 2. — Maintain and improve quality of degree programs at the undergraduate and graduate levels.**

*Measure:* Results of existing program reviews (external and internal reviews) for all programs at the undergraduate and graduate levels.

*Baseline:* Determined by individual reviews.

*Target:* Documented strength or improvement in every reviewed program.

*Measure:* Regional and/or national recognition for all accredited programs.

*Baseline:* To be determined by program audit.

*Target:* Maintain standing and improve rankings as appropriate/relevant.

*Measure:* Focus groups with employers of UCA graduates.

*Baseline:* To be determined.

*Target:* Improve specific areas (as identified by focus groups)

*Measure:* Graduates= ratings of quality of preparation from UCA.

*Baseline:* To be determined.

*Target:* Increase average ratings

**Objective 3. — Maintain an active academic outreach program that includes courses taught by qualified UCA faculty members and meets the needs of the community in its content and scope.**

*Measure:* Document the qualifications of UCA faculty who teach in program

*Baseline:* Determine current level of qualifications

*Target:* Increase current level of qualifications

*Measure:* Focus groups with community members

*Baseline:* Determine level/types of need within community

*Target:* Improve specific areas (as noted by focus group)

**Objective 4. — Market and maintain the university=s unique position as a teaching institution in the community.**

*Measure:* Perceptions of the university and its marketing of outreach activities.

*Baseline:* To be determined by primary research.

*Target:* Community respondents consistently and accurately identify desired position of university.

**Objective 5. — Develop and implement an academic plan providing guidelines for addition and deletion of programs, resource allocation for existing programs, and other programmatic decisions.**

*Measure:* Documentation of academic planning policies.

*Baseline:* Not currently available.

*Target:* In place as soon as possible and no later than the beginning of AY 2005B2006.

**Goal 2: Foster learning and the advancement of knowledge through research and other scholarly and creative activities on the part of both faculty and students.**

**Objective 1. — Increase support for research and creative activities. [See also Goal 5, Objective 4.]**

*Measure:* Campus library resources.

*Baseline:* Current resources.

*Target:* Percentage increase to be determined.

*Measure:* Amount of reassigned time (sabbaticals, course-load reductions) available for faculty.

*Baseline:* Current amount of reassigned time.

*Target:* Percentage increase to be determined.

*Measure:* Amount of professional development funds available.

*Baseline:* Current levels of funding.

*Target:* Increased funding.

*Measure:* Number of faculty and students disseminating results of activities in appropriate forums (books, journals, conferences, performances, etc.).

*Baseline:* Current number.

*Target:* Percentage increase to be determined.

*Measure:* Number and value of research and creative grants and other forms of support available to faculty and students.

*Baseline:* Current figure.

*Target:* Percentage increase to be determined.

**Objective 2. — Transform the existing Sponsored Programs Office to be a Center for Research, Scholarship, and Creative Activity, charged with administering support for faculty work in these areas and with facilitating appropriate technology and knowledge transfer to the public and private sectors.**

*Measure:* Establishment of center.

*Baseline:* N/A.

*Target:* In place as soon as possible and no later than the beginning of AY 2005B2006.

**Objective 3.— Increase opportunities for students and faculty to participate in scholarly and creative collaborative endeavors such as research projects, writing for publication, public performances, presentations at professional meetings, exhibitions, and formal mentoring programs.**

*Measure:* Amount of funds available for undergraduate and graduate research and creative activities.

*Baseline:* Current funding.

*Target:* Percentage increase to be determined.

*Measure:* Reported participation and successful completion of faculty/student learning collaboration endeavors.

*Baseline:* Reports from individual colleges on faculty/student learning collaboration.

*Target:* Increased participation of faculty and students.

*Measure:* Student and faculty satisfaction with collaborative projects.

*Baseline:* To be determined by survey.

*Target:* To be determined on the basis of initial survey results.

**Objective 4.— Support an atmosphere of collegiality in which faculty have enhanced professional opportunities to interact with one another, with students, and with non-academic professionals.**

*Measure:* Student, faculty, and non-academic assessment of interaction.

*Baseline:* To be determined by survey.

*Target:* To be determined on the basis of initial survey results.

**Goal 3: Create a campus environment that supports students in their intellectual, social, and personal development.**

**Objective 1.— Engage academics, student services, financial services, and other parts of the permanent campus community in addressing the goal stated above.**

*Measure:* Faculty and staff perceptions of organizational and personal commitment to the goal stated above.

*Baseline:* To be determined by survey of faculty and staff.

*Target:* Demonstrate increase over time in commitment.

*Measure:* Number of faculty and staff actively and consciously engaged in addressing the goal stated above.

*Baseline:* To be determined by survey of faculty and staff and count of identifiable engagement.

*Target:* Increase in number of engaged faculty and staff.

**Objective 2. — Ensure that faculty and staff roles and rewards structures recognize the value of engagement in addressing the goal stated above.**

*Measure:* Documentation of roles and rewards policies.

*Baseline:* Not available.

*Target:* In place as soon as possible and no later than the beginning of AY 2005B2006

**Objective 3. — Ensure that students understand the university=s commitment to the goal stated above and consider themselves involved in its implementation.**

*Measure:* Student awareness/perception

*Baseline:* To be determined by survey

*Target:* Increase in awareness

*Measure:* Student=s sense of involvement in implementing the goal stated above.

*Baseline:* To be determined by survey.

*Target:* Increase in sense of involvement.

**Objective 4. — Support intellectual development by an emphasis on high academic achievement.**

*Measure:* Academic achievement of incoming students (ACT scores, GPA, completion of core curriculum, etc.).

*Baseline:* Current achievement levels.

*Target:* Increase in achievement levels.

*Measure:* Academic achievement of enrolled students (GPA, AAGE and MFAT scores, etc.).

*Baseline:* Current achievement levels.

*Target:* Increase in achievement levels.

**Objective 5. — Foster a campus-wide community of learners by providing programs/ learning community opportunities such as residential colleges, honors college, university college, clustered learning, first-year experience programs, and departmental outreach programs.**

*Measure:* Number of programs/learning community opportunities addressing this objective.

*Baseline:* Inventory of current programs/learning community opportunities.

*Target:* Add at least one program or learning community opportunity each year for five years.

*Measure:* Participation (students, faculty/staff) in programs related to this objective.

*Baseline:* Current available participation data.

*Target:* Increase participation.

~~Measure: Success of programs related to this objective.~~

~~Baseline: Current available documentation of program success.~~

~~Target: Increase success.~~

~~Measure: Student satisfaction with current learning communities.~~

~~Baseline: Available student satisfaction data.~~

~~Target: Increase student satisfaction with programs related to this objective by 5 percent.~~

### **Objective 6. — Provide a safe environment.**

~~Measure: Crime and accident incident statistics.~~

~~Baseline: Current available data (University Physical Plant and University Police reports and data).~~

~~Target: Decrease in number of incidents.~~

~~Measure: Documentation of effective response to crime and accident incidents.~~

~~Baseline: Current available data (University Physical Plant and University Police reports and data).~~

~~Target: Consistently effective response.~~

~~Measure: Student and parent perceptions of campus safety.~~

~~Baseline: To be determined by surveys.~~

~~Target: Increase confidence in campus safety.~~

### **Objective 7. — Provide an environment to support student health and well being, including physical and mental health, freedom from substance abuse, and programs to promote physical fitness.**

~~Measure: Number and use of available health services.~~

~~Baseline: Current available data and reports (Reports and data from Student Health Services, Counseling Center, HPER Center, and Health Promotion and Wellness).~~

~~Target: Increase services and their use.~~

~~Measure: Number of reported instances of substance abuse.~~

~~Baseline: Current available data and reports (Reports and data from Student Health Services, Counseling Center, HPER Center, and Health Promotion and Wellness).~~

~~Target: Decrease number.~~

~~Measure: Student and faculty participation in programs to promote physical fitness.~~

~~Baseline: Current available data and reports (Reports and data from Student Health Services, Counseling Center, HPER Center, and Health Promotion and Wellness).~~

*Target:* Increase participation.

**Objective 8. — Create a campus that models and sustains responsible environmental practices.**

*Measure:* Recommendations of the Sustainable Environment and Ecological Design (SEED) committee.

*Baseline:* To be determined.

*Target:* To be determined.

**Objective 9. — Develop and implement an enrollment plan which incorporates and reflects market research, demographic trends, allocation of resources, employment trends, and student academic interests and goals.**

*Measure:* Documentation of implemented, periodically reviewed, and appropriately updated enrollment plan and related policies.

*Baseline:* Not available.

*Target:* In place as soon as possible and no later than the beginning of AY 2005B2006.

**Objective 10. Develop and maintain comprehensive retention programs and co-curricular initiatives, including ensured availability of courses and services that meet students' academic, intellectual, social, and personal/individual needs.**

*Measure:* Student persistence and graduation rates

*Baseline:* Current information on student persistence (first-year retention) and graduation rates at UCA.

*Target:* Increase first-year retention rates and graduation rates.

*Measure:* Graduation rates in comparison with other state universities

*Baseline:* Current comparative rank

*Target:* Maintain position (number 1) in graduation rates.

*Measure:* Student satisfaction with programs which support their academic, social, and personal/individual success and achievement.

*Baseline:* To be established by existing or new survey and focus group results.

*Target:* Increase in number of students who report satisfaction.

**Goal 4: Enhance interaction and understanding among diverse groups and cultivate global perspectives.**

**Objective 1. — Increase the diversity of the student population.**

*Measure:* Documentation of a student recruitment plan to address the objective stated above.

*Baseline:* Not available.

*Target:* In place as soon as possible and no later than the beginning of AY 2005B2006.

*Measure:* Diversity of student body (number of students who are members of underrepresented groups).

*Baseline:* Current diversity measures (data on recruitment results for diversity including ethnic, racial, gender, and international diversity).

*Target:* Increase diversity.

*Measure:* Investment of recruitment resources focused on/dedicated to selected geographical areas and ethnic/cultural communities with large numbers of students from underrepresented groups.

*Baseline:* Current focused investment.

*Target:* Increase investment.

## **Objective 2. — Retain underrepresented students.**

*Measure:* Documentation of university retention strategies vis à vis students who are members of underrepresented groups.

*Baseline:* Not available.

*Target:* In place as soon as possible and no later than the beginning of AY 2005B2006.

*Measure:* Department, college, and university level academic assistance programs related to this objective.

*Baseline:* To be determined by campus-wide inventory and assessment.

*Target:* Appropriate programs in place as soon as possible and no later than the beginning of AY 2005B2006.

*Measure:* Retention and graduation rates, with focused attention on students in underrepresented groups.

*Baseline:* Current retention and graduation rates.

*Target:* Improve retention and graduate rates.

## **Objective 3. — Recruit and retain increased numbers of international students.**

*Measure:* Number of international students enrolled.

*Baseline:* Current number.

*Target:* Increase number.

*Measure:* Support programs and personnel available to international students.

*Baseline:* To be determined by audit of currently available programs and personnel.

~~Target: Increased support.~~

**~~Objective 4. — Attract and retain a diverse body of qualified faculty and staff.~~**

~~Measure: Participation of qualified members of underrepresented groups in the search process.~~

~~Baseline: Current data.~~

~~Target: Increased participation.~~

~~Measure: Inclusion of qualified members of underrepresented groups in pools of interviewed candidates.~~

~~Baseline: Current data.~~

~~Target: Greater inclusion.~~

~~Measure: Documentation of related policies, including the university=s comprehensive diversity plan.~~

~~Baseline: Not available.~~

~~Target: In place as soon as possible and no later than the beginning of AY 2005B2006.~~

~~Measure: Proportions/percentages of faculty and staff hires who are members of underrepresented groups.~~

~~Baseline: Current proportions/percentages.~~

~~Target: Increased proportions/percentages.~~

~~Measure: Retention of faculty and staff from underrepresented groups.~~

~~Baseline: Current data.~~

~~Target: Increased retention.~~

**~~Objective 5. — Provide planned opportunities for interaction and cultural exchange among diverse groups.~~**

~~Measure: Number of opportunities.~~

~~Baseline: To be established by inventory/audit.~~

~~Target: Increase in number of opportunities.~~

**~~Objective 6. — Infuse the values inherent in the goal stated above into undergraduate and graduate curricula.~~**

~~Measure: Documentation of policies and programming that support and train faculty vis à vis the values stated above.~~

~~Baseline: Not available.~~

~~Target: To be in place as soon as possible and no later than the beginning of AY 2005B2006.~~

*Measure:* Representation of the values stated in this goal in programs/curricula.

*Baseline:* To be established by audit of program/curriculum content.

*Target:* Increase level of representation across curricula.

*Measure:* Student ratings of their preparation vis à vis the values stated above.

*Baseline:* To be determined by existing or new survey data.

*Target:* Majority of students well prepared.

**Objective 7.**—Increase the engagement of scholarship, service, and other professional practice at the university in the values stated above.

*Measure:* Percentage of faculty engaged in scholarship, service, and practice related to these values.

*Baseline:* To be determined by faculty survey.

*Target:* Increased engagement.

**Objective 8.**—~~Enhance enriched learning opportunities such as internships, travel abroad, service learning, and exchange programs.~~

*Measure:* Student and faculty/staff participation in events, programs, and activities related to this objective.

*Baseline:* To be determined (program evaluation and other available data).

*Target:* Increased student and faculty/staff participation.

*Measure:* Student and faculty/staff satisfaction with events, programs, and activities related to this objective.

*Baseline:* To be determined (program evaluation and other available data).

*Target:* Increased student and faculty/staff satisfaction.

**Goal 5:** ~~Attract and retain high-quality faculty and staff.~~

**Objective 1.**—~~Provide competitive and equitable salaries and benefits.~~

*Measure:* Competitiveness of compensation packages.

*Baseline:* Ranking relative to peers.

*Target:* Improved ranking.

*Measure:* Equity of compensation packages.

*Baseline:* Appropriate local, regional, and national comparisons.

*Target:* Improved equity.

**Objective 2. — Provide long-term stability for the university by maintaining an appropriate number of tenured/tenure-track faculty positions to meet the academic mission of the university.**

*Measure:* Proportion of tenured/tenure-track faculty positions to non-tenured/non-tenure-track positions.

*Baseline:* Current proportions of tenured/tenure-track positions to non-tenured/non-tenure-track positions.

*Target:* No more than 20% of total instruction provided by non-tenure-track faculty.

**Objective 3. — Develop and implement hiring, loading, and evaluation systems to allow appropriately flexible faculty emphasis on teaching, research, and service.**

*Measure:* Documentation of related policies.

*Baseline:* Not available.

*Target:* In place as soon as possible and no later than the beginning of AY 2005B2006.

**Objective 4. — Support the professional practice of faculty and staff (e.g., teaching, scholarship, inquiry, creative endeavor, interdisciplinary activity, and other professional development).**

*Measure:* Documentation of support mechanisms for professional practice (funding, recognition, rewards, etc.).

*Baseline:* Not available.

*Target:* In place as soon as possible and no later than the beginning of AY 2005B2006.

*Measure:* Faculty and staff satisfaction with support for professional practice.

*Baseline:* To be determined through faculty and staff surveys.

*Target:* Increased satisfaction.

*Measure:* Faculty and staff satisfaction with programs for rewards, recognition, and development.

*Baseline:* To be determined through faculty and staff surveys.

*Target:* Increased satisfaction.

*Measure:* Amount and type of external and internal funding available to support activities related to this objective.

*Baseline:* Current funding.

*Target:* Increased funding [annual target to be determined].

*Measure:* Internal policies that provide incentives to seek external funding.

*Baseline:* Determined by review of current internal policies.

*Target:* Updated policies in place as soon as possible and no later than the beginning of AY 2005B2006.

*Measure:* Incentives to increase external funding.

*Baseline:* To be established by audit of existing incentives.

*Target:* Increase in incentives.

*Measure:* Numbers of faculty and staff seeking and receiving external funding.

*Baseline:* Current numbers.

*Target:* Increased numbers [annual target to be determined].

**Goal 6: Be a recognized leader in the innovative and intelligent use of academic and administrative technology.**

**Objective 1. — Integrate technology into curricula across campus (including major programs and general education) and assist students to become leaders in the use of technology in their fields.**

*Measure:* Number of courses integrating technology in relevant and significant ways.

*Baseline:* To be determined by audit/surveys.

*Target:* Increased number.

*Measure:* Student technology proficiency.

*Baseline:* To be determined.

*Target:* Majority of students proficient in relevant technologies.

*Measure:* Extent to which technology enhances learning in the major or other curricula.

*Baseline:* Not available.

*Target:* Not available.

*Measure:* Student satisfaction with opportunities to learn technology related to the major or other curricula.

*Baseline:* To be determined.

*Target:* To be determined (e.g., 85% satisfied).

**Objective 2. — Provide technological infrastructure, technology tools, and support systems that enhance the work of students, faculty, and staff.**

*Measure:* Satisfaction with the infrastructure and support provided.

*Baseline:* To be determined.

*Target:* Increased satisfaction.

*Measure:* Usefulness and accessibility of technology tools provided.

*Baseline:* To be determined by tracking technology use and by user surveys.  
*Target:* To be determined.

**Objective 3. — Implement a comprehensive information/communication system that effectively serves multiple purposes and constituencies.**

*Measure:* Satisfaction with the services provided through the integrated system.  
*Baseline:* To be established through campus-wide surveys.  
*Target:* Increased satisfaction.

*Measure:* Reliability of the information/communication system.  
*Baseline:* To be determined.  
*Target:* 99.999% reliable.

**Goal 7: Seize appropriate opportunities for outreach to the public and private sectors.**

**Objective 1. — Offer resources (e.g., expertise, facilities) to the public and private sectors.**

*Measure:* Number of quality contacts and value of contacts.  
*Baseline:* To be determined/current status.  
*Target:* Increase the number of quality contacts and improve the university image as an institution of competency.

**Objective 2. — Establish and increase short- and long-term relationships with entities in the public and private sectors.**

*Measure:* Number of financial and non-financial ongoing relationships.  
*Baseline:* To be determined by an audit of current relationships to be completed by colleges and coordinated by Academic Outreach and Extended Programs.  
*Target:* Increase the number of financial and non-financial relationships and quality of the relationships.

*Measure:* Amount of private and public funding at university and college levels.  
*Baseline:* To be determined by an audit of current commitments to annual giving, capital and endowment campaigns.  
*Target:* To be determined by development office. (Example: Double the amount of public and private funding at the university and college levels within three years.)

**Objective 3. — Increase and coordinate both strategic and tactical participation of members of the university community in targeted markets.**

*Measure:* Year to year increase in number of UCA faculty engaged in community participation.  
*Baseline:* To be determined by a university-wide survey of current participation.

*Target:* Short-term and long-term targets to be set by colleges and departments.

**Objective 4. — Develop and maintain a comprehensive, accessible, and useful database of private and public funding sources.**

*Measure:* Number of records in database (comprehensiveness)

*Baseline:* Not available

*Target:* To be in place as soon as possible and no later than the beginning of AY 2005B2006

*Measure:* Usefulness and accessibility of database.

*Baseline:* To be determined by tracking database use and by user surveys.

*Target:* To be determined.

**Objective 5. — Approach and engage organizations where alumni are employed in collaborating with university outreach initiatives.**

*Measure:* Participation of organizations where alumni are employed in programs offered by the university.

*Baseline:* To be determined by an audit of current participation.

*Target:* Increased financial and non-financial support to the university.

**Objective 6. — Foster and maintain on-going alumni relations.**

*Measure:* Number of former students belonging to alumni association.

*Baseline:* Current data.

*Target:* Increased number.

*Measure:* Number of discipline-specific alumni organizations.

*Baseline:* Current number.

*Target:* Increased number.

*Measure:* Number of events available for alumni participation.

*Baseline:* Current number.

*Target:* Increased number of events.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 200

Subject: Organization and Duties of the Board

Date Adopted: 06/79 Revised: 09/76, 11/93, ###/###

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Organization and Scope

The University of Central Arkansas forms a single-administrative unit and, pursuant to Arkansas law, is a body politic and corporate.

The Board of Trustees has seven members. Each member is appointed by the Governor, by and with the advice and consent of the Senate, appointed by the Governor of the State and approved by the upper house of the General Assembly. Each member of the Board serves for seven years beginning on January 15 and ending January 14 of the final year. Within 10 days following an appointment, the Secretary of State must furnish a certificate to the Board member, who then has 30 days to notify the Governor and Secretary of State in writing of acceptance of the appointment. One member's term expires each year. The Board elects its Chair, Vice-chair, and Secretary.

There is no geographical limitation within Arkansas on the selection of Board members since the University was created to serve the entire state. A Board member must be an Arkansas resident.

Organizational Meeting

The Board of Trustees at its first regular meeting during the first quarter of the fiscal year shall organize by the election of a Chair, Vice-chair, and a Secretary from among its members, each of whom shall serve for a term of one year, or until a successor is elected.

It shall be necessary to have a quorum of the Board present at any meeting for the election of officers, or for any other action by the Board, unless otherwise specified by law or in these policies.

Duties of Board Officers

1. The Chair shall preside at all meetings, shall decide questions of order in accordance with Robert's Rules of Order Revised, and shall appoint all committees unless otherwise directed by the Board. The Chair shall have the right, as other members of the Board, to discuss and

to vote on all questions.

2. The Chair shall call a special meeting of the Board whenever conditions set out for special meetings have been met.
3. In the absence or incapacity of the Chair, the Vice-chair shall perform the duties and have the obligations of the Chair.
4. The Secretary of the Board shall keep a record of the proceedings (this may be done ~~through the secretary~~ by an assistant to the President of the University).
5. The Secretary of the Board shall furnish each member of the Board and the President of the University a copy of the minutes of each regular or special meeting prior to the following meeting of the Board.
6. No member of the Board of Trustees, by virtue of said office, may exercise administrative responsibility with respect to the University.

#### Powers and Duties of the Board of Trustees

The Board of Trustees is charged with the management and control of the University of Central Arkansas. The Board shall provide a university program and establish general policies in keeping with the best interests of the University and the requirements of the state law. Members of the Board shall have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any statement or action on the part of any individual Board member except when such statement or action is in pursuance of specific instructions of the Board.

The responsibilities of the Board of Trustees shall be:

1. To select the President of the University and support ~~him~~ the President in the discharge of his/her duties;
2. To elect members of the faculty and staff and fix their salaries upon nomination and recommendation of the President;
3. To prescribe the course of study for the University.
4. To grant diplomas and degrees.
5. To consider and act on policies for the University program. Such policies may be initiated by the President, or that person or persons charged by the President with this responsibility.

Any policy must be submitted for the President's consideration and recommendation;

6. To evaluate the reports of the President concerning the progress of the University program and finances;
7. To adopt or revise an annual operating University budget as recommended by the President;
8. To contract and be contracted with; to own, purchase, sell, and convey all types of property; to accept gifts;
9. To make lawful bylaws, rules and orders as they deem necessary for themselves, all officers and employees of the University, and all persons in the University, and regarding limitations as to the number of pupils to be admitted;
10. To make binding any business transacted by conference telephone calls when a majority of the Board is thereby contacted. Such business to be brought before the Board at its next meeting and said action confirmed by motion duly made and seconded.
11. To determine the conditions under which students shall be admitted to the University, subject to statutory limitations.
12. To fix the rate of tuition, and to fix and regulate matriculation, library, laboratory, and other incidental fees.
13. To exercise the power of eminent domain, subject to statutory limitations.
14. To issue negotiable interest-bearing notes or bonds, subject to statutory limitations.
15. To perform the specific duties imposed upon the Board by Statutes;

#### Committee of the Whole

Except as hereinafter noted, committee work shall be done by the members of the Board sitting as a Committee of the Whole.

#### Special Committees

Special committees may be created by the Board for special assignments. When so created, such committees shall terminate upon completing their assignments, or such committees may be terminated by a vote of the Board.

#### Meetings

## 1. Regular Meetings

All regular meetings of the Board of Trustees shall be held quarterly unless otherwise specified. There should be one regular meeting of the Board each year, held within thirty days after the close of commencement week. (A.C.A. 6-67-102(g)(1)(A)). All meetings shall be open to the public except when the Board has under consideration the employment, discharge, or investigation of an individual.

## 2. Special Meetings

Special meetings of the Board of Trustees shall be called by the Chairman of the Board at the request of the President or of any two members of the Board of Trustees. No business shall be transacted at any special meeting of the Board which does not come within the purpose or purposes set forth in the call for the meeting unless all members are present and agree to consideration of the additional items. A notice in writing must be given seven days prior to the called meeting, or in case of an emergency, three days will suffice.

## 3. Notice and Conduct of Meetings

Notice and conduct of all meetings of the Board of Trustees shall comply with the provisions of the Arkansas Freedom of Information Act.

## 4. Quorum

A majority of the Board shall constitute a quorum for the transaction of business.

## 5. Order of Business

The order of business at a regular meeting of the Board of Trustees shall be:

1. a. Call to Order
2. b. Roll Call
3. c. Minutes
4. d. Reports
5. e. Correspondence
6. f. Business
  - a. i. Old
  - b. ii. New
7. g. Adjournment

## 6. Minutes

The official Minutes of the Board of Trustees shall be kept in the Office of the President.

#### Amendment of Policies

~~The policies of the Board may be amended by a majority of the Board of Trustees at any meeting, provided each member shall have been furnished a copy of the proposed amendment at least one week in advance.~~

#### Board Legislation

1. The Board of Trustees is the policy-making body of the University, and it acts with the advice and assistance of the President of the University;
2. Any amendment of these policies shall require **the affirmative vote of at least four members** ~~a quorum vote of all members~~ of the Board at a regular meeting or at a special meeting, in the call for which the purpose of considering change has been announced;
3. The administration of these policies shall be the duty of the President. Any appeal to the Board of Trustees from such administration will be to the Board as a legislative body rather than as an executive body;
4. The President shall report to the Board as a legislative body from time to time on the operation of these policies and shall be expected to propose any necessary changes.

#### Board Agenda

An agenda for each regular meeting of the Board shall be prepared by the President and submitted to the Board of Trustees.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 201

Subject: Standards of Conduct and Conflict of Interest

Date Adopted: 02/05 Revised: ##/##

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1. General

The Board of Trustees of the University of Central Arkansas is established by act of the Arkansas General Assembly (Arkansas Code Annotated Section 6-67-101, et seq.), ~~and as set forth in Section 6-67-102 (a) of the Arkansas Code.~~, the Board of Trustees is a ~~body politic and corporate.~~

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

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

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

2. General Standards of Conduct

- a. A trustee shall discharge his or her duties as a member of the Board in the overall best interests of the university. In performing his or her duties, a trustee should always act in good faith and with the care an ordinarily prudent person in the same or similar position would exercise under similar circumstances.
- b. In making decisions, a trustee is entitled to rely on information, opinions, reports, or statements (including financial statements and other financial data), prepared or presented by:

- i. Officers or employees of the University whom the trustee reasonably believes to be reliable and competent in the matters presented;
  - ii. Legal counsel, public accountants, the Arkansas Attorney General, or other persons as to matters that the trustee reasonably believes are within the person's professional, official or expert competence.
- c. A trustee is not acting in good faith if the trustee has knowledge concerning the matter in question that makes reliance otherwise permitted by subsection (b) unwarranted.

3. Conflicts of Interest

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

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

- c. A conflict of interest transaction is not voidable ~~or~~ on the basis for imposing liability on the trustee if the following conditions are met:
- i. The transaction was fair to the university at the time it was entered into;
  - ii. The material facts of the transaction and the trustee's interest therein were disclosed or made known to the other members of the Board; and
  - iii. A majority of the disinterested members of the Board authorized, approved, or ratified the transaction during a public meeting, either regular or special. The vote

of the disinterested trustees must, in all events, constitute a majority of the membership of the Board.

4. Disclosure

- a. Members of the Board shall annually submit a statement to the Secretary of the Board on or before January 31 of each year, disclosing whether the trustee, his or her immediate family member, or any entity in which he or she holds any position of control or holds any ownership interest of 10% or greater, has entered into any contract with the University or whether an immediate family member of the trustee is employed by the University.
- b. For purposes of this policy, "contract" shall mean any agreement entered into by and between the University and a trustee or entity in which he or she holds any position of control or holds any ownership interest of 10% or greater pursuant to which the University agrees to purchase or lease tangible personal property, real property, or services, or any agreement for the disposal of commodities and services, including, but not limited to, awards and notices of awards, contracts of a fixed price, cost, or incentive type, contracts providing for the issuance of job or task orders, leases, lease purchase agreements, letter contracts, purchase orders, professional or consultant services contracts, and supplemental agreements with respect to any of these categories. Contracts shall also include grants. Further, for purposes of this policy, "immediate family member" shall mean a trustee's spouse, children of the trustee or his or her spouse, and brothers, sisters, or parents of the trustees or his or her spouse.
- c. As a part of such annual disclosure, each trustee shall acknowledge receipt of a copy of this policy on a form prepared for such purpose and maintained by the Secretary. Such disclosure shall be deemed a public record and subject to the Arkansas Freedom of Information Act.

5. Prohibited Activities.

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

Except as otherwise provided by law or policy of the Board, a trustee shall not engage in any public or professional activity while serving as a trustee which the trustee might reasonably expect would require or induce the trustee to disclose any information acquired by the trustee by reason of the trustee's official position which is declared by

law or regulation to be confidential. A trustee shall not disclose any such information gained by reason of his or her position, nor shall the trustee otherwise use such information for his or her personal gain or benefit.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 202

Subject: President Search Process

Date Adopted: 11/08 Revised: \_\_\_\_\_

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1. 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.

2. Exclusion of Applicants

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

3. Search Advisory Committee

a. Chair of the Search Advisory Committee

The Chair 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.

b. 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.

c. 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:

- i. Faculty
- ii. Staff
- iii. Students
- iv. Senior Administrators
- v. UCA Foundation, Inc.
- vi. Alumni of UCA
- vii. 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.

d. 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.

#### 4. *Search Procedure*

##### a. *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.

##### b. *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.

##### c. *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.

##### d. *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.

e. 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.

f. 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.

g. 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.

h. 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.

i. 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.

j. 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.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 210

Subject: Publications Made Available to Board of Trustees

Date Adopted: 05/92 Revised: 07/94

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~~The publications The Chronicle of Higher Education, Black Issues in Higher Education and the Log Cabin Democrat will be made available to the Board of Trustees upon request at the university's expense.~~

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 211

Subject: Reimbursement of Expenses for Official Board of Trustees Duties

Date Adopted: 10/92 Revised: 02/96

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

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 212

Subject: Requests to Address the Board of Trustees

Date Adopted: 09/94, 10/94 Revised: 07/96, 02/10, ##/##

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1. Purpose:

The purpose of this policy is to provide a fair and administratively feasible policy for determining when persons may address the University of Central Arkansas Board of Trustees.

As chief executive officer of the university, the president is the principal representative of the university to the Board of Trustees. The Faculty Senate, Staff Senate, and Student Government Association and others are expected to work with the president or other administrators to represent their constituencies. All persons who address the Board are expected to first pursue relief through appropriate administrative procedures or avenues.

**2. Faculty Senate, Staff Senate, and Student Government Association:**

Presidents of the Faculty Senate, Staff Senate, and the Student Government Association will be placed on the agenda for the Board meeting closest in time to the beginning of each fall term (typically August) and closest in time to the end of each spring term (typically May) Board meeting, in order to make a general statement on matters of interest and concern to their constituencies, not exceeding five minutes in length. In addition, any person, including the Senate Presidents, may request to address the Board at any meeting.

**3. All Other Requests to Speak:**

- a. **All other** A requests for permission to appear before the Board of Trustees must be submitted in writing to the president no later than 15 days prior to the date of the meeting. It must contain the name(s), address(es) and telephone number(s) of the group or individuals who wish to appear. If the request to appear is from a group, it must contain the names of all individuals who wish to speak on the issue.
- b. The request must clearly describe the matter to be discussed before the board. It must include documentation that relief has been sought through appropriate administrative avenues or procedures on campus.

- c. The president may accept, defer, or decline the request in writing. Reasons for deferral or denial of the request include failure to demonstrate compliance with this policy or other good cause.
- d. The written request and the President's response will be included in the agenda book which is generally mailed to Board members 14 days prior to the date of the next meeting.
- e. The Board may either accept the President's response or vote to take a different action concerning the request.
- f. The board will not entertain statements under this policy which relate to:
  - i. personnel actions and decisions;
  - ii. student disciplinary proceedings and actions;
  - iii. matters relating to grades, course requirements, or other academic matters appropriately to be decided by academic councils and not rising to the level of policy matters of board concern; except upon request of the president to consider such matters in extraordinary occasions and upon the unanimous agreement of members of the board present at the meeting when the matter is to be presented.
- g. ~~Presenters~~ **Persons approved to address the board under this policy** will be notified that they will be limited to five minutes per person; ~~that the Board will accept such presentations for up to 45 minutes per meeting, and that s~~ **peakers** will be heard in the order **determined by the board** that their petition is perceived. Any person who has not been heard by the end of the 30-minute period will be deferred until the next general meeting of the Board.

**UNIVERSITY OF CENTRAL ARKANSAS  
BOARD POLICY**

Policy

Number: 213

Subject: Audit Committee

Date Adopted: 05/09 Revised: 02/10, ##/##

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AUDIT COMMITTEE

1. **Creation of Audit Committee.** There is hereby created a committee of the University of Central Arkansas Board of Trustees (“Board”) to be known as the “Audit Committee.”
2. **Members of the Audit Committee.** The Audit Committee shall be composed of three (3) members of the Board, consisting of the past-chairman of the Board; one person appointed by the Chair of the Board; and the third member selected by the full Board. Members shall serve for a one-year term commencing with the start of the fiscal year. No member shall serve more than two consecutive years.
3. **Chair of the Audit Committee.** The members of the Audit Committee shall select a chair for the committee. The Chair of the Audit Committee shall be responsible for calling meetings of the committee, and shall also meet with the director of internal auditing, any independent accountants, and management separately to discuss any matters the Chair deems necessary or required.
4. **Purpose; Scope of Responsibility of the Audit Committee.** The purpose of this committee shall be to aid and assist the University, the Board, and the Office of Internal Audit. Nothing herein shall be deemed to abrogate any authority or responsibility of the Arkansas Division of Legislative Audit.  
The Audit Committee shall consider and recommend to the Board matters of policy relating to internal and external audits and such other matters as may be referred to it by the President or the Board. Its primary function is to assist the Board in fulfilling its oversight responsibilities by reviewing financial information which will be provided to the Legislature and others, the systems of internal controls which management and the Board have established, and the audit process.  
The Audit Committee shall have the power to authorize, oversee and/or conduct investigations into any matters within the Audit Committee’s scope of responsibilities.
5. **Meetings of the Audit Committee.** The Audit Committee shall meet at least four times per year, with each such meeting occurring prior to the regularly-scheduled meeting of the Board. The Audit Committee may meet more frequently as circumstances require. The

Audit Committee may ask members of management or others to attend the meeting and provide pertinent information as necessary.

6. **Responsibility for Office of Internal Audit.** The Office of Internal Audit of the University of Central Arkansas shall report directly to the Audit Committee, and no office, department or employee of the University of Central Arkansas shall have any oversight responsibility for, nor exercise supervisory control over, the Office of Internal Audit. Provided, however, administrative responsibility for salaries, budget, travel, and other operating expenses shall be handled by the Chief of Staff, subject to the approval of the Chair. In addition, the Office of Internal Audit shall provide drafts of audits to the Chief of Staff and to the members of the audit committee.
7. **Specific Responsibilities of the Audit Committee.** In meeting its responsibilities, the Audit Committee is expected to:
  - a. Provide an open avenue of communication between the internal auditors, any independent accountant (if utilized), management of the university and the Board of Trustees.
  - b. Review and update the responsibility of the Audit Committee, subject to approval by the Board of Trustees.
  - c. If necessary or required, recommend to the Board any independent accountants to be nominated, approve the compensation of the independent accountants, and review and approve the discharge of the independent accountants. Independent accountants are ultimately accountable to the Board and to the Audit Committee.
  - d. Review and concur in the appointment, replacement, reassignment, or dismissal of the director of internal auditing, or any staff person of such office.
  - e. Confirm and take or recommend any appropriate actions to assure the independence of the internal auditor, and if required, any independent accountants. Obtain disclosures regarding the accountants' independence as required by generally accepted government auditing standards and discuss with the accountants all significant relationships to determine the accountants' independence.
  - f. Inquire of management, the director of internal auditing, and the independent accountants about significant risks or exposures and assess the steps management has taken to minimize such risk to the University of Central Arkansas.
  - g. Consider, in consultation with the independent accountants and the director of internal auditing, and approve the audit scope and plan of the internal auditors and the

independent accountants.

- h. Review with the director of internal auditing and the independent accountants the coordination of audit effort to assure completeness of coverage, reduction of redundant efforts, and the effective use of audit resources.
  - i. Consider and review with the independent accountants and the director of internal auditing the adequacy of internal controls including computerized information system controls and security.
  - j. Review with management, the internal auditors, and if necessary any independent accountants, any of the following matters following an examination:
    - i. The financial statements and related footnotes and consider whether they are consistent with information known to committee members.
    - ii. The independent accountants' audit of the financial statements and their report thereon.
    - iii. Significant accounting and reporting issues, recent pronouncements, and complex or unusual transactions during the audit period under review.
    - iv. Significant findings and management responses thereto.
    - v. Any significant changes required in the internal auditors' or independent accountants' audit plan.
    - vi. Any serious difficulties or disputes with management encountered during the course of the audit.
    - vii. Such other matters related to the conduct of the audit, which are to be communicated to the Audit Committee under generally accepted auditing standards.
8. **Review with Director of Internal Audit.** Consider and review with management and the director of internal auditing:
- a. Significant findings during the year and management's responses thereto.
  - b. Any difficulties encountered in the course of their audits, including any restrictions on the scope of their work or access to required information.

- c. Any changes required in the planned scope of their audit plan.
  - d. The internal auditing department's budget, staffing and organizational structure of the department.
  - e. The department's compliance with Institute of Internal Auditor's Standards of Professional Practice of Internal Auditing.
  - f. Review legal and regulatory matters that may have a material impact on the financial statements and related compliance policies.
9. **Report to Board of Trustees.** Report Audit Committee actions to the Board with such recommendations, as the Audit Committee may deem appropriate.

**“Contract Review Procedures” (Board Policy No. 416)**

Pursuant to Board Policy No. 416, “Contract Review Procedures,” the administration must seek Board approval for (i) Any contract which will require the expenditure by the University of funds (at any time) in excess of \$250,000; or (ii) Any contract with a term exceeding one (1) year, unless the Office of General Counsel certifies, in writing, that the contract may be terminated by the University on the giving of written notice of ninety (90) days or less.

The administration is seeking Board approval for the following contracts:

- Sigma Chapter of Tau Gamma Fraternity Alumni Association, Inc. and Sigma Tau Gamma Fraternity (collectively the “Lessee”) and the University of Central Arkansas (“Lessor”)
- University of Central Arkansas (“Buyer”) and Dr. William A. Larsen (“Seller”)
- University of Central Arkansas (“Lessor”) and UCA/Conway Regional Healthcare Education Foundation, Inc. (“Lessee”).
- University of Central Arkansas and Peak Scientific of Billerica, MA

The following resolution was unanimously adopted upon motion by Victor Green with a second by Kay Hinkle:

**“BE IT RESOLVED: That the Board of Trustees authorizes the administration to enter into contracts with the companies/individuals listed above.”**

## UNIVERSITY OF CENTRAL ARKANSAS

### **REASON FOR REQUIRING BOARD REVIEW AND ACTION:** ***(Board Policy #416)***

Contract with a term of more than one year

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#### **SUMMARY**

1. Parties: Sigma Chapter of Tau Gamma Fraternity Alumni Association, Inc. and Sigma Tau Gamma Fraternity (collectively the “Lessee”) and the University of Central Arkansas (“Lessor”).

2. Purpose/Background: Lease of real property with a street address of 440 Western, Conway, Arkansas.

3. Goods/Services to be Purchased: This is a lease of real property.

4. Term: The term of the proposed lease is one year, commencing August 1, 2011, and expiring on July 31, 2012, but the Lessee has two one-year renewal options.

The reason for the renewal options is to match the lease with the Sigma Nu Fraternity (for 411 Western) so that the University will have three years to develop Greek Village.

5. University Funds to be Paid/Rent: The rent will be \$1,150 per month.

6. Public Bid/Purchasing Approval: No bid or purchasing requirements involved.

7. Special Provisions/Terms/Conditions: In addition to the approval of the UCA Board of Trustees, the lease requires the approval of the Arkansas Building Authority.

8. Approval/Notification to UCA Foundation: None required.

Form prepared by: Tom Courtway, General Counsel

Date: August 11, 2011.

## UNIVERSITY OF CENTRAL ARKANSAS

### **REASON FOR REQUIRING BOARD REVIEW AND ACTION:** ***(Board Policy #416)***

Purchase of Real Property

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#### SUMMARY

1. Parties: University of Central Arkansas (“Buyer”) and Dr. William A. Larsen (“Seller”).

2. Purpose/Background: Proposed purchase of real property (lot and home) by the University from Dr. Larsen. The street address is 401 Augusta, Conway, Arkansas 72034. The property is located on the west side of Augusta between Bruce Street and College Avenue and is located in the future growth area of the University.

If approved by the Board of Trustees, the closing is tentatively scheduled for September 2, 2011.

3. Goods/Services to be Purchased: Real property, including a residential structure.

4. Term: N/A.

5. University Funds to be Paid/Rent: Purchase price is \$118,700. University ordered and received an appraisal for the property.

6. Public Bid/Purchasing Approval: No bid or purchasing requirements involved.

7. Special Provisions/Terms/Conditions: Approval of Board of Trustees.

8. Approval/Notification to UCA Foundation: None required.

Form prepared by: Tom Courtway, General Counsel

Date: August 8, 2011.

UNIVERSITY OF CENTRAL ARKANSAS

**REASON FOR REQUIRING BOARD REVIEW AND ACTION:**  
***(Board Policy #416)***

Contract with a term of more than one year

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**SUMMARY**

1. Parties: University of Central Arkansas (“Lessor”) and UCA/Conway Regional Healthcare Education Foundation, Inc. (“Lessee”).

2. Purpose/Background: Ground lease of real property at the corner of College Avenue and Western on Lessor’s campus.

3. Goods/Services to be Purchased: This is a ground lease of real property. The purpose is to have land on which to construct the nursing facility to house the University’s Department of Nursing as well as the other programs and activities contemplated by the University and Conway Regional Medical Center, Inc.

4. Term: The term of the proposed lease is fifty years, commencing on January 1, 2012, and expiring on December 31, 2062. There are two 25-year renewal options.

5. University Funds to be Paid/Rent: The rent will be \$100.00 per year.

6. Public Bid/Purchasing Approval: No bid or purchasing requirements involved.

7. Special Provisions/Terms/Conditions: In addition to the approval of the UCA Board of Trustees, the lease requires the approval of the Board of Directors of the UCA/Conway Regional Healthcare Education Foundation, Inc. and the Arkansas Building Authority.

8. Approval/Notification to UCA Foundation: None required.

Form prepared by: Tom Courtway, General Counsel

Date: August 15, 2011

Arkansas Building Authority  
STATE OF ARKANSAS  
COUNTY OF FAULKNER

Lease Term: 1/1/2012 - 12/31/2062  
Annual Rent: \$  
Square Feet: n/a Rate: \$n/a  
Worked By: Catherine Mulkey  
County: 23 Agency: UCA

Lease #:

**STATE OF ARKANSAS LEASE AGREEMENT  
(Ground Lease – UCA/Conway Regional Healthcare Education Foundation, Inc.)**

This Lease is made this \_\_\_\_ day of \_\_\_\_\_, 2011, by which LESSOR leases the PREMISES to LESSEE through ABA Real Estate Services Section of Arkansas Building Authority, LESSOR'S Leasing Agent.

Notwithstanding the date of execution of this Lease, the parties intend that this Lease shall become effective on the "Commencement Date" as defined below.

For the purposes of this Lease Agreement the following definitions apply:

"LESSOR" means: UNIVERSITY OF CENTRAL ARKANSAS, with an address of 201 Donaghey Avenue, Conway, AR 72035.

"LESSEE" means: UCA/CONWAY REGIONAL HEALTHCARE EDUCATION FOUNDATION, INC., an Arkansas Non-profit Corporation.

"ABA" means the Real Estate Services Section of Arkansas Building Authority. By law ABA is the leasing agency for LESSOR. Arkansas Code Annotated §22-2-114. ABA is not an additional LESSOR.

"PREMISES" means the property which is the subject of this Lease which is further described in paragraph 1 below.

**1. DESCRIPTION OF THE PREMISES**

The term "PREMISES" as used in this Lease shall mean a tract of land owned by LESSOR and situated on LESSOR'S campus at the corner of College Avenue and Western Street, and more particularly described as Lot 1, Block 4, J.E. Little's Addition to Conway, Arkansas, also shown on Exhibit "A" attached hereto.

The parties understand, acknowledge and agree that this is a ground lease, and LESSEE is leasing the PREMISES in their current state and condition, on an "as is" basis, and without any representations or warranties of any kind from LESSOR, except as may be specifically set forth herein.

**2. TERM.**

(1) Commencement Date/Initial Term. This lease shall begin on January 1, 2012, the "Commencement Date") and the initial term shall be for a period of fifty (50) years.

(b) Renewal Terms. LESSOR hereby grants to LESSEE the right to renew this Lease for two periods of twenty-five (25) years each, following the expiration of the initial term, upon the following terms and conditions:

- (i) In order to exercise the right to renew this Lease, LESSEE shall provide written notice of the exercise to the LESSOR not less than six (6) months prior to the expiration of the initial term.
- (ii) If LESSEE elects to renew the Lease, the renewal term shall be for a period of twenty-five (25) years, and shall commence on the day after the expiration of the initial term. If LESSEE elects a second renewal term, the same terms and procedure shall apply as with the first renewal term.
- (iii) All terms, provisions and conditions of this Lease shall thereafter continue in full force and effect for the renewal term.

### **3. RENT.**

For each year of the initial term and, if applicable, the renewal term, the LESSEE agrees to pay LESSOR the sum of One Hundred Dollars (\$100) per year, with such rental payment to be made on or before each anniversary date of this Lease, c/o Vice President for Finance and Administration, University of Central Arkansas, 201 Donaghey Avenue, Conway, AR 72035.

### **1. UTILITIES AND SERVICES.**

The parties agree that LESSEE is leasing the PREMISES from LESSOR "as is." In accordance therewith, LESSOR shall not furnish or supply any utilities or services to the PREMISES. Any utilities or other services to the PREMISES shall be at the sole cost and expense of LESSEE.

LESSOR shall be under no obligation to perform any services to the PREMISES, specifically including but not limited to providing security for any property, whether real or personal, on the PREMISES, or for any members, guests or invitees of LESSEE on the PREMISES.

In addition, and notwithstanding any other provision of any agreement, the PREMISES shall continue to remain under the jurisdiction of the University of Central Arkansas, and all of its departments, agencies and instrumentalities.

### **5. USE OF PREMISES.**

The parties agree that the LESSEE'S use of the PREMISES shall be for operations of the "UCA/Conway Regional Healthcare Education Foundation, Inc." and all matters incidental and related thereto. No uses other than those for the foregoing non-profit corporation shall be permitted on the PREMISES without the written consent of LESSOR.

The PREMISES shall not be sublet to any person or entity without the prior written consent of LESSOR.

Throughout the term of this Lease, LESSEE covenants and agrees not to commit waste, nor permit any type of nuisance to exist on the PREMISES. LESSEE further covenants and agrees to comply with all state, federal and local laws, ordinances and regulations concerning the use of the PREMISES, as well as any rules, regulations or policies of the University of Central Arkansas.

The LESSEE shall do all things necessary to prevent the filing of any mechanic's or other lien against the PREMISES or the interest of LESSOR, by reason of any work, labor, services, or materials performed or supplied to LESSEE or anyone holding the PREMISES, or any part thereof, by through or under LESSEE. If any such lien shall at any time be filed, LESSEE shall either cause the same to be vacated and canceled, or if LESSEE in good faith determines that such lien should be contested, LESSEE shall furnish such security, by surety bond or otherwise, as may be necessary, or be prescribed by law, to release the same as a lien and to prevent any foreclosure of such lien during the pendency of such contest. However, nothing contained herein shall imply, consent or be construed as an agreement on the part of LESSOR to subject their respective estates or interests to liability under any mechanic's or other lien law, whether or not the performance or the furnishing of such work, labor, services or materials to LESSEE or anyone holding the PREMISES or any part thereof, through or under LESSEE, shall have been consented to by LESSOR or any of such parties.

## **6. HAZARDOUS MATERIALS.**

LESSOR represents and warrants to LESSEE that, to the best of LESSOR'S knowledge, the PREMISES does not contain any Hazardous Materials (as defined by the United States Environmental Protection Agency or the Arkansas Department of Environmental Quality).

LESSEE covenants, represents, and warrants that LESSEE'S use of the PREMISES shall not and will not involve the use, storage, generation, or disposal of Hazardous Materials in violation of any applicable environmental law. LESSEE shall not cause or permit any Hazardous Materials to be brought, used, stored, generated, or disposed on or about the PREMISES in violation of applicable environmental law by LESSEE, its members, agents, employees, contractors, subcontractors, or invitees (collectively "LESSEE'S parties"), and that LESSEE's operations on the PREMISES shall be in compliance in all material respects with all applicable laws, including, without limitation, environmental laws. LESSEE shall be subject to all penalties of applicable law should Hazardous Materials be found on the PREMISES in violation of applicable laws.

## **7. IMPROVEMENTS/ALTERATIONS.**

(a) Other Transactions; Construction of Facility; Commencement Date of Construction. This Lease is made and given in connection with a Memorandum of Understanding entered into by and between the Board of Trustees of the University of Central Arkansas and the Board of Directors of the Conway Regional Medical Center, Inc wherein the parties agreed to establish, and thereafter did establish, the LESSEE as an Arkansas non-profit corporation.

(b) The parties understand, acknowledge and agree that LESSOR is leasing the PREMISES to LESSEE for use in LESSEE'S operations. LESSEE represents and warrants that it will commence construction of such facility on or before the 1<sup>st</sup> day of January, 2015. For purposes of this Lease, commencement of construction shall mean (a) the acquisition of a building permit from the City of Conway (if necessary and required) along with any other governmental approvals and (b) the existence of a binding contract to construct the facility (to be completed by a date certain) between LESSEE and a general contractor in the State of Arkansas.

(c) Approval of Plans and Specifications. The parties agree that the plans and specifications for the facility shall be approved, in writing, by LESSOR and LESSEE. All such approvals shall not be unreasonably withheld, delayed or conditioned, but the plans and specifications shall conform to LESSOR'S campus master plan and be consistent with the architecture of other buildings to be constructed. LESSOR shall make every effort to complete their review and approval of LESSEE'S architectural construction documents for such improvements within two (2) weeks after receiving them from LESSEE.

(l) Failure to Commence Construction. In the event LESSEE shall fail to commence construction by the 1<sup>st</sup> day of January, 2015, this Lease shall immediately terminate and be of no force or effect, and both parties shall be released from any obligations hereunder.

## **8. SPECIAL PROVISIONS.**

(a) Compliance with Law. LESSEE shall ensure that any and all facilities, buildings or structures on the PREMISES conforms to the Arkansas Fire Prevention Code, as amended, Arkansas State Plumbing Code, The National Electrical Code, and any other state and local laws, codes, authorities, etc., applicable to the leased facility including the Arkansas adopted Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG).

(b) Personal Property. LESSOR shall not be liable or responsible for LESSEE'S facility (or any part thereof), personal property or improvements on the PREMISES during the term of this Lease. During the term of this Lease and notwithstanding anything in this Lease which is or appears to be to the contrary, all improvements, equipment, fixtures, appliances and other facilities heretofore or hereafter erected or installed upon the PREMISES by LESSEE or located on or in the PREMISES shall be the property of LESSEE and may be removed, remodeled, modified, and replaced without the consent of LESSOR.

(c) Indemnification; Insurance. To the extent permitted by Arkansas law, LESSEE shall indemnify and hold harmless LESSOR for damage to property or injury to persons, including death, caused by any act or omission of the LESSEE, its agents, or employees, in, on or about the PREMISES, and LESSEE shall defend LESSOR from all claims arising out of the performance of the LESSEE, its agents, or employees in, on or about the PREMISES. LESSEE further agrees to keep and maintain public liability insurance coverage on the PREMISES for the term of this Lease, naming LESSOR as an additional insured, with such coverage to be in an amount not less than \$1,000,000.00 for each occurrence and \$3,000,000.00 in the aggregate.

Such insurance coverage shall further provide that LESSOR shall be given not less than thirty (30) days notice, in writing, of any proposed cancellation or termination of such insurance coverage.

(l) Sale or Transfer; Right of First Refusal. If at any time, during the term of this Lease, or any part of the renewal term, (i) there is an event of default under the Lease, (ii) LESSEE desires to sell or transfer the building and its rights under this Lease, or (iii) LESSEE abandons the PREMISES and no longer desires to use the facility, then the parties agree that LESSOR shall have the right to purchase the facility upon terms to be negotiated by the parties. Provided, however, that nothing in this Lease shall contravene or contradict the terms of the Memorandum of Understanding entered into between the parties.

(d) Approvals/Conditions. LESSEE shall be responsible for and shall diligently pursue all necessary governmental approvals and consents, including, but not limited to, zoning approvals, building permits and certificates of occupancy for the construction of the facility on the PREMISES.

(e) Taxes. The State of Arkansas and LESSOR shall not be responsible for the payment of any taxes or assessments for the PREMISES. If levied by any governmental entity, LESSEE shall pay any general, special real estate taxes or any other taxes or fees assessed against the PREMISES during the term of this Lease.

(f) Waiver. Any failure by either party to enforce any right arising hereunder shall not be deemed a waiver of such right.

(g) Exclusive Use. LESSOR hereby agrees that during the term of this Lease (and, if applicable, any renewal term), LESSOR shall not lease, sublease or sell or permit the use of any portion of the PREMISES.

(l) Notices. Any notice or other communication which either party may be required or desire to give to the other in connection with this Lease may be given by the party, its agent or attorney, shall be in writing and shall be given by United

States certified or registered mail, postage prepaid, return receipt requested, or by messenger or overnight delivery, addressed to the party for whom it is intended at the address stated below or at such other address as such party may have designated in writing pursuant to the provisions of this Article. Notice shall be deemed given when actually received or refused.

LESSOR:           President  
                          University of Central Arkansas  
                          201 Donaghey  
                          Conway, AR 72035

with a copy to:

Vice President for Finance and Administration  
University of Central Arkansas  
Wingo Hall  
201 Donaghey  
Conway, AR 72035

LESSEE:           President  
                          UCA/Conway Regional Healthcare Education Foundation,  
                          Inc.  
                          \_\_\_\_\_

Conway, AR 720\_\_\_

with a copy to:

President and Chief Executive Officer  
Conway Regional Medical Center  
2302 College Avenue  
Conway, AR 72034

In addition to the notices to LESSOR and LESSEE, a copy of any notices under this Lease shall also be sent to: Arkansas Building Authority, 501 Woodlane, Suite 320C, Little Rock, Arkansas 72201, Attention: Administrator of Real Estate Services.

(j) Quiet Enjoyment. LESSOR covenants and agrees that so long as LESSEE is not in default under this Lease beyond applicable notice and grace periods, LESSEE shall peaceably and quietly hold and enjoy the PREMISES and privileges granted under this Lease, subject to the terms and conditions of this Lease.

(k) Governing Law. This Lease shall be interpreted and construed under the laws of the State of Arkansas.

(l) Compliance With Executive Order 98-04. Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of terms of this contract. Any LESSEE, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the LESSOR.

Failure to make any disclosure required by Governor Executive Order 98-04, or any violation of any rule, regulation or adopted pursuant to that Order, shall be a material breach of the term of this Lease. The party who fails to make the required disclosure or who violates the rule, regulation, or policy shall be subject to all legal remedies available to the LESSOR.

The LESSEE shall transmit to ABA a copy of the disclosure form within ten (10) days of the execution of this Lease.

The terms and conditions regarding the failure to disclose and conditions which constitutes material breach of contract and rights of termination and remedies under the Executive Order 98-04 are hereby incorporated within.

## **9. MISCELLANEOUS.**

(a) Approval of ABA. The Lease and any modifications or amendments to it will not be valid without the written approval of ABA.

(b) Binding. This Lease shall benefit and bind the parties hereto and their heirs, personal representatives, successors and assigns.

(c) Condemnation. LESSEE may terminate this Lease by written notice to LESSOR upon the taking by eminent domain of the whole or a part of the PREMISES, which renders the remaining portion of the PREMISES unusable for the operation of the Facility thereon in the reasonable opinion of LESSEE. This provision does not prevent the LESSEE from claiming or recovering from the condemning authority the value of LESSEE'S leasehold interests; the unamortized cost, if any, of improvements paid for by LESSEE; and LESSEE's relocation costs. Additionally, LESSEE reserves the right to maintain a separate cause of action against the governmental agency for such recoveries and any other recoveries available to LESSEE, and such right shall survive the termination of this Lease.

(d) Sovereign Immunity. Nothing in this Lease shall be construed to waive the sovereign immunity of the STATE OF ARKANSAS, LESSOR, or any entities thereof.

(e) Entire Agreement. This Lease contains the entire agreement of the parties.

EXECUTED by the parties who individually represent that each has the authority to enter into this Lease.

LESSOR:

UNIVERSITY OF CENTRAL ARKANSAS

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

LESSEE:

UCA/CONWAY REGIONAL  
HEALTHCARE EDUCATION  
FOUNDATION, INC.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ARKANSAS BUILDING AUTHORITY  
As Agent for University of Central Arkansas

By: \_\_\_\_\_

Catherine Mulkey, Administrator  
of Real Estate Services

Date: \_\_\_\_\_

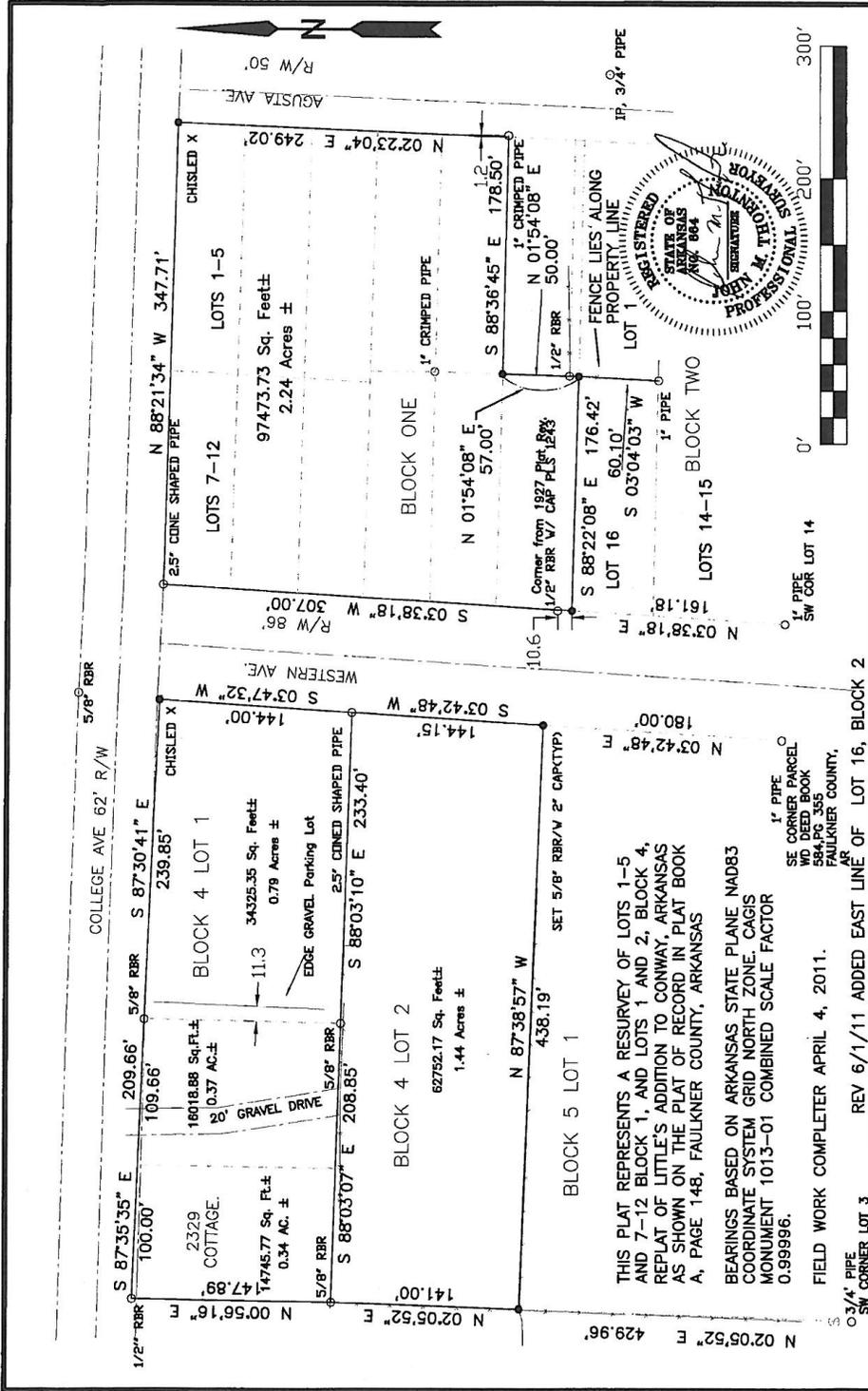
By: \_\_\_\_\_

Anne W. Laidlaw, Director

Date: \_\_\_\_\_

**EXHIBIT "A"**

**(Survey by Garver Engineers dated April, 2011 - attached)**



<b>University of Central Arkansas</b> CONWAY, ARKANSAS		<b>GARVER, LLC</b> 2228 Albert Pike Road, Suite C Hot Springs, AR 71913 (501) 760-3633	
BLOCK S 1 & 4 OF REPLAT LITTLE ADDITION TO CONWAY, AR PROPERTY SURVEY FAULKNER COUNTY		John M. Thornton, PS ARKANSAS	
SHEET NUMBER		JOB NO. 1110-6020	
		DATE: APR. 2011	
		CHECKED BY: JMT	
		DRAWN BY: JMT	
		SCALE: AS SHOWN	

**GARVER**

CERTIFICATE OF ADEQUACY  
GARVER LLC  
No. 766  
REGISTERED PROFESSIONAL SURVEYOR

THIS PLAT REPRESENTS A RESURVEY OF LOTS 1-5 AND 7-12 BLOCK 1, AND LOTS 1 AND 2, BLOCK 4, AND 7-12 BLOCK 1, AND LOTS 1 AND 2, BLOCK 4, REPLAT OF LITTLE'S ADDITION TO CONWAY, ARKANSAS AS SHOWN ON THE PLAT OF RECORD IN PLAT BOOK A, PAGE 148, FAULKNER COUNTY, ARKANSAS

BEARINGS BASED ON ARKANSAS STATE PLANE NAD83 COORDINATE SYSTEM GRID NORTH ZONE. CAGS MONUMENT 1013-01 COMBINED SCALE FACTOR 0.999996.

FIELD WORK COMPLETE APRIL 4, 2011.

0 3/4" PIPE SW CORNER LOT 3  
1" PIPE SE CORNER PARCEL W/ DEED BOOK 584, PG 355 FAULKNER COUNTY.

1" PIPE SW COR LOT 14

REV 6/1/11 ADDED EAST LINE OF LOT 16, BLOCK 2

**UNIVERSITY OF CENTRAL ARKANSAS**

**REASON FOR REQUIRING BOARD REVIEW AND ACTION:**  
***(Board Policy #416)***

Contract with a term of more than one year

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**SUMMARY**

1. Parties: University of Central Arkansas and Peak Scientific of Billerica, MA.
2. Purpose/Background: This is a standard service contract (maintenance agreement) for a nitrogen generator in the Department of Chemistry.
3. Goods/Services to be Purchased: Two-year service contract.
5. University Funds to be Paid/Rent: The cost for the service contract is \$3,770.00.
6. Public Bid/Purchasing Approval:
7. Special Provisions/Terms/Conditions: None.
8. Approval/Notification to UCA Foundation: None required.

Form prepared by: Tom Courtway, General Counsel

Date: August 15, 2011.

## **RESOLUTION – PEDESTRIAN WALKWAY/BICYCLE ALONG STONE DAM CREEK**

The University has applied for and received a Transportation Enhancement Grant through the Arkansas Highway and Transportation Department (AHTD) to assist in paying the construction costs for a pedestrian walkway/bicycle trail along Stone Dam Creek. The funds, which are administered by the AHTD, are from a federal reimbursement enhancement program, which includes an 80% federal participation and requires a 20% local cash match.

The pedestrian walkway/bicycle trail will run along Stone Dam Creek from Beatrice Powell Drive to Dave Ward Drive on the south. The proposed walkway would allow students a safe thoroughfare from Bear Village, the University-leased student apartment complex on Moix Boulevard, to the heart of the campus. The work will include clearing, site grading, aggregate base and asphalt surface, and the seeding, mulching and landscaping of an outdoor classroom.

AHTD has approved \$234,000 for this project with a required match from UCA of \$58,500 for an estimated total construction cost of \$292,500. Additionally, there will be a 1% administrative fee to the AHTD and the estimated design fee of \$24,800, bringing the total project cost to \$320,225. UCA's share will total \$86,225. However, in order for the University to receive these federal funds, the attached resolution must be approved by the Board.

The following resolution was unanimously adopted upon motion by Randy Sims with a second by Rush Harding:

**RESOLUTION EXPRESSING THE WILLINGNESS OF  
UNIVERSITY OF CENTRAL ARKANSAS  
TO UTILIZE FEDERAL-AID ENHANCEMENT FUNDS**

**WHEREAS**, the Board of Trustees of UCA understands Federal-aid Surface Transportation Enhancement funds are available at 80% federal participation and 20% local cash match for the following project: the Stone Dam Creek Pedestrian/Bicycle Trail.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF UCA THAT:**

**SECTION I:** University of Central Arkansas will participate in accordance with its designated responsibility, including maintenance of this project.

**SECTION II:** President Allen C. Meadors , PhD, FACHE, or their designee is hereby authorized and directed to execute all appropriate agreements and contracts necessary to expedite the construction of the above state improvement.

**SECTION III:** the Board of Trustees of UCA pledges its full support and hereby authorizes the Arkansas State Highway and Transportation Department to initiate action to implement this project.

**THIS RESOLUTION** adopted this 26<sup>th</sup> day of August, 2011.

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(Sponsor's CEO/CAO)

**ATTEST:** \_\_\_\_\_

(SEAL)

## **BOARD POLICY NO. 630 – FEES GENERAL REGISTRATION AND OTHERS**

The administration proposes the following changes to Board Policy No. 630:

**Out-of-State Tuition Waivers:** Clarification of waivers for out-of-state tuition.

**Justification:** In an effort to clarify confusion surrounding policies waiving out-of-state tuition, several administrators met to establish a single list of reasons the University waives out-of-state tuition. The following list is being submitted for your approval. Any changes from existing policies would be effective Fall 2011.

**Note 1 - Out-of-state fees are waived for:**

- Students residing in University housing (housing owned or leased by the University)
- Students receiving a full tuition scholarship from the University (State Statute 6-82-103)
- Children or grandchildren (age 26 or under) of UCA graduates who are dues paying members of the UCA Alumni Association
- Students who are members or dependents of members of the armed forces stationed in the State of Arkansas pursuant to military orders as stated in State Statute 6-60-205
- Undergraduate students whose permanent address is in one of the counties contiguous to the State of Arkansas identified in relation to ACA 6-60-303 and 19-5-1076 which established the Higher Education Tuition Adjustment Fund
- Graduate students whose permanent address is in one of the states contiguous to the State of Arkansas (Texas, Oklahoma, Missouri, Tennessee, Mississippi, and Louisiana)
- Graduate students who have a full-time graduate assistantship
- Courses offered through the Division of Outreach and Community Engagement
- Courses offered online
- Courses offered during the Summer

Undocumented students pay out-of-state tuition unless they live in university housing

There may be exceptions/modifications for international students pursuant to a contract with another entity

Therefore the President recommends to the Board of Trustees the following resolution:

**“BE IT RESOLVED: That the Board of Trustees adopts the following statement of fees as Board Policy No. 630, ‘General Registration and Other Fees’.”**

**UNIVERSITY OF CENTRAL ARKANSAS**  
**BOARD POLICY**

Policy Number: 630

Subject: Fees - General Registration and Others

Date Adopted: 3/94

Revised: Passim (most recent 5/11)

The current general registration and other required fees for fall 2011/spring 2012/summer 2012 15-credit hours per semester are as follows:

<b>UNDERGRADUATE FALL/SPRING</b>	<b>2011-2012</b>	
	<b>Per Hour</b>	<b>15 Hrs.</b>
General Registration	179.55	2,693.25
Athletic	17.00	255.00
Student Ctr/Recreation	4.25	63.75
Facilities Fee	9.00	135.00
HPER	7.50	112.50
Fine/Performing Arts	2.00	30.00
Cooperative Education	0.50	7.50
Technology	7.50	112.50
Library	3.00	45.00
Writing/Retention	0.35	5.25
Activity Fee Sem		15.50
SAB Sem		8.00
AAGE Sem		5.00
Publicaton Sem		6.00
Radio Station Sem		5.00
Access and Security Sem		27.00
Health Service Sem		65.00
<b>Total Per Hour and Per Sem</b>	<b>230.65</b>	<b>3,591.25</b>
Out-of-State (Note 1)	179.55	2,693.25
<b>Out-of-State Total</b>	<b>410.20</b>	<b>6,284.50</b>

<b>ONLINE UG FALL/SPRING</b>	<b>2011-2012</b>	
	<b>Per Hour</b>	<b>15 Hrs.</b>
Online Registration	179.55	2,693.25
Online Fee	76.10	1,141.50
Access and Security Sem		27.00
Health Service Sem		65.00
<b>Total Per Hour and Per Sem</b>	<b>255.65</b>	<b>3,926.75</b>

<b>GRADUATE FALL/SPRING</b>	<b>2011-2012</b>	
	<b>Per Hour</b>	<b>15 Hrs.</b>
General Registration	221.25	3,318.75
Athletic	17.00	255.00
Student Ctr/Recreation	4.25	63.75
Facilities Fee	9.00	135.00
HPER	7.50	112.50
Fine/Performing Arts	2.00	30.00
Technology	7.50	112.50
Library	3.00	45.00
Writing/Retention	0.35	5.25
Activity Fee Sem		15.50
SAB Sem		8.00
Publicaton Sem		6.00
Radio Station Sem		5.00
Access and Security Sem		27.00
Health Service Sem		65.00
<b>Total Per Hour and Per Sem</b>	<b>271.85</b>	<b>4,204.25</b>
Out-of-State (Note 1)	221.25	3,318.75
Out-of-State Total	493.10	7,523.00

<b>ONLINE GRAD FALL/SPRING</b>	<b>2011-2012</b>	
	<b>Per Hour</b>	<b>15 Hrs.</b>
Online Registration	221.25	3,318.75
Online Fee	75.60	1,134.00
Access and Security Sem		27.00
Health Service Sem		65.00
<b>Total Per Hour and Per Sem</b>	<b>296.85</b>	<b>4,544.75</b>

<b>UNDERGRADUATE SUMMER</b>	<b>2012</b>	
	<u>Per Hour</u>	<u>15 Hrs.</u>
<b><u>Per Hour Fees</u></b>		
General Registration	179.55	2,693.25
Athletic	17.00	255.00
Student Ctr/Recreation	4.25	63.75
Facilities Fee	9.00	135.00
HPER	7.50	112.50
Fine/Performing Arts	2.00	30.00
Cooperative Education	0.50	7.50
Technology	7.50	112.50
Library	3.00	45.00
Writing/Retention	0.35	5.25
 Total Per Hour	 230.65	 3,459.75

<b><u>Per Semester/Term Fees</u></b>	<b>Full Term</b>			
	<u>May</u>	<u>&amp; 10-Week</u>	<u>Summer 1</u>	<u>Summer 2</u>
Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	32.50	65.00	32.50	32.50
AAGE	5.00	5.00	5.00	5.00
SAB (Student Activity Board)	-	3.00	1.50	1.50
Student Activity	3.50	3.50	3.50	3.50
 Total Per Semester/Term Fees	 56.00	 91.50	 57.50	 57.50

<b>ONLINE UG SUMMER</b>	<b>2012</b>	
	<u>Per Hour</u>	<u>15 Hrs.</u>
<b><u>Per Hour Fees</u></b>		
Online Registration	179.55	2,693.25
Online Fee	76.10	1,141.50
 Total Per Hour	 255.65	 3,834.75

<b><u>Per Semester/Term Fees</u></b>	<b>Full Term</b>			
	<u>May</u>	<u>&amp; 10-Week</u>	<u>Summer 1</u>	<u>Summer 2</u>
Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	32.50	65.00	32.50	32.50
 Total Per Semester/Term Fees	 47.50	 80.00	 47.50	 47.50

GRADUATE SUMMER	2012	
	Per Hour	15 Hrs.
<b>Per Hour Fees</b>		
General Registration	221.25	3,318.75
Athletic	17.00	255.00
Student Ctr/Recreation	4.25	63.75
Facilities Fee	9.00	135.00
HPER	7.50	112.50
Fine/Performing Arts	2.00	30.00
Technology	7.50	112.50
Library	3.00	45.00
Writing/Retention	0.35	5.25
Total Per Hour	271.85	4,077.75

Per Semester/Term Fees	Full Term			
	May	& 10-Week	Summer 1	Summer 2
Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	32.50	65.00	32.50	32.50
SAB (Student Activity Board)	-	3.00	1.50	1.50
Student Activity	3.50	3.50	3.50	3.50
Total Per Semester/Term Fees	51.00	86.50	52.50	52.50

ONLINE GRAD SUMMER	2012	
	Per Hour	15 Hrs.
<b>Per Hour Fees</b>		
Online Registration	221.25	3,318.75
Online Fee	75.60	1,134.00
Total Per Hour	296.85	4,452.75

Per Semester/Term Fees	Full Term			
	May	& 10-Week	Summer 1	Summer 2
Access & Security (Note 2)	15.00	15.00	15.00	15.00
Health Services (Note 3)	32.50	65.00	32.50	32.50
Total Per Semester/Term Fees	47.50	80.00	47.50	47.50

Explanatory Notes:

Note 1 - Out-of-state fees are waived for:

- Students residing in University housing (housing owned or leased by the University)
- Students receiving a full tuition scholarship from the University (State Statute 6-82-103)
- Children or grandchildren (age 26 or under) of UCA graduates who are dues paying members of the UCA Alumni Association
- Students who are members or dependents of members of the armed forces stationed in the State of Arkansas pursuant to military orders as stated in State Statute 6-60-205
- Undergraduate students whose permanent address is in one of the counties contiguous to the State of Arkansas identified in relation to ACA 6-60-303 and 19-5-1076 which established the Higher Education Tuition Adjustment Fund
- Graduate students whose permanent address is in one of the states contiguous to the State of Arkansas (Texas, Oklahoma, Missouri, Tennessee, Mississippi, and Louisiana)

- Graduate students who have a full-time graduate assistantship
- Courses offered through the Division of Outreach and Community Engagement
- Courses offered online
- Courses offered during the Summer
- Undocumented students pay out-of-state tuition unless they live in university housing
- There may be exceptions/modifications for international students pursuant to a contract with another entity

Note 2 - The maximum Access & Security fee is \$15 for summer

Note 3 - The maximum Health Services fee is \$65 for summer

Course, lab, and department fees are not listed and vary per individual class schedule.

**EXECUTIVE SESSION**

Executive session, for the purpose of considering personnel matters, was unanimously declared upon motion by Randy Sims with a second by Bobby Reynolds.

**OPEN SESSION**

Open session was unanimously declared upon motion and with a second.

The following resolution was unanimously adopted upon motion by Rush Harding with a second by Randy Sims:

**“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.**

There being no further business to come before the Board the meeting was adjourned upon motion by Rush Harding with a second by Victor Green.

**The University of Central  
Arkansas Board of Trustees**

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**Scott Roussel  
Chair**

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**Victor Green  
Secretary**

