

The Board of Trustees of the University of Central Arkansas convened in regular meeting Friday, October 16, 1998, at 2:00 p.m. in the Hall of Fame Room in Estes Stadium with the following officers and members present, to-wit:

Chair:	Mrs. Elaine Goode
Vice Chair:	Mr. Rickey Hicks
Secretary:	Mr. Dalda Womack
	Mr. Madison P. Aydelott III
	Dr. Harold Chakales
	Mr. Rush Harding III
	Mr. Randy Sims

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

Because Mrs. Goode was not present at 2:00, Mr. Hicks, Vice Chair, called the meeting to order and continued to preside at Mrs. Goode's request after she arrived.

Minutes of the August 14, 1998, Board meeting were unanimously approved as circulated upon motion by Mr. Aydelott with a second by Mr. Harding.

INTRODUCTIONS/ANNOUNCEMENTS

President Thompson made the following introductions:

Gayle Seymour, Professor of Art, who was recently named a U. S. Professor of the Year by the Carnegie Foundation for the Advancement of Teaching. Dr. Seymour was honored at a *USA Today* awards luncheon October 8 in Washington, D.C.;

Tricia Harper and Stephanie Gardner, visiting students from UALR; and

Gilbert Baker, Assistant Dean of the College of Fine Arts and Communication.

PRESIDENT'S REPORT

Accreditation Evaluations - Accreditation evaluations in the Colleges of Education and Business Administration are in process. The accreditation team for the College of Education was

on campus October 3-7 and should submit a recommendation and report within the next few weeks. The accreditation team for the College of Business Administration will be on campus in November.

Dean Searches - Searches for deans for the Colleges of Liberal Arts and Natural Sciences and Mathematics are underway. Search committees are in the process of evaluating applications.

Budget Hearing - UCA's budget hearing before the Legislative Council and Joint Budget Committee is scheduled for Wednesday, October 21, at the State Capitol in Little Rock. President Thompson invited Board members to attend if they wished to do so.

Financial Report - Copies of the financial report ending September 30, 1998, were distributed. President Thompson and Dr. John Smith, Vice President for Administrative Services, discussed the report and responded to questions from Board members.

Social Security Alternative Plan Implementation Date - Previously the Board approved the university's plan to establish a Social Security Alternative Plan. The plan replaces contributions to Social Security for part-time employees of the university with pre-tax contributions to a retirement plan.

Upon recommendation of TIAA-CREF, which has been selected to administer the Social Security Alternative Plan, the implementation date will be January 1, 1999.

Litigation Report - The following is a report on the status of litigation involving UCA as of September 17, 1998:

Melvin E. VanWinkle, et al. v. United States of America, et al. AP-98-3036 (United States Bankruptcy Court). Movants are seeking a discharge of debt pursuant to Chapter 7 of the Bankruptcy Code. Included within the request for discharge is a Federal Perkins Loan of approximately \$5,454.00 plus interest. The University submitted a Complaint objecting to the discharge on September 08, 1998.

Construction Projects - Dr. John Smith presented the following update on construction projects:

Conference Center, Donald W. Reynolds Performance Hall, Mass Communication Building - The site work for the complex is nearing completion. Construction on the performance hall should begin around November 1, 1998. Construction on the conference center will begin as soon as design changes are completed to bring the project within budget. The architects

continue working on plans and specifications for the Mass Communication Building and it should be ready to bid in March or April 1999.

HPER Building - The final drawings and bid specifications for the building are with State Building Services. As soon as they complete their review, a bid date will be set for the project.

New Residence Hall - Construction on the residence hall is progressing very well. Though the contractor is a few days behind schedule, the architects are confident they will make this time up in other phases of the project and the residence hall will be ready for Fall 1999.

Harrin Hall - The addition to Harrin Hall and the renovation of the existing building should be complete in March 1999.

Physical Therapy Building - Construction on the building began in September and will take approximately fifteen months to complete.

Future Board Meetings - Board meetings have been scheduled on the following dates. Board members were asked to check their calendars and notify the President's office if there are conflicts.

Friday, **December 4, 1998;**

Friday, **February 19, 1999;**

Friday, **May 7, 1999;**

Friday, **August 13, 1999** (in conjunction with commencement);

Friday, **October 8, 1999;**

Friday, **December 3, 1999.**

Amendment 4 - President Thompson reported that the initiative to eliminate property taxes and develop a new taxation system for the State was stricken from the ballot by the Arkansas Supreme Court.

STATEMENTS FROM THE PRESIDENTS OF THE STUDENT GOVERNMENT

**ASSOCIATION, FACULTY SENATE, NON-TENURE TRACK FACULTY SENATE,
AND STAFF SENATE**

Copies of the statements from the presidents of the Student Government Association, Doris Clark; Faculty Senate, Don Adlong; Non-tenure Track Faculty Senate, Lorna Strong; and Staff Senate, Cassandra McCuien-Smith, are attached.

Following the statement by Mr. Adlong, Mr. Hicks stated that he thoroughly understands the faculty's concerns regarding tenure. Mr. Hicks requested Mr. Adlong to furnish suggestions from members of the faculty as to how Board members and administrators might effectively deal with tenured faculty who, for whatever reason, become detrimental to the faculty and the university.

ACTION AGENDA

Board of Trustees Endowment - In 1984, the Farris administration set aside funds to promote the Quest for Quality efforts of the university. Since this program has been completed, it seems appropriate to close this account. Approximately \$125,000 remains.

The following resolution was adopted upon motion by Dr. Chakales with a second by Mr. Aydelott (Note: Mr. Harding was not present for the vote):

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES AUTHORIZES THE ADMINISTRATION TO TRANSFER ALL OF THE FUNDS REMAINING IN THE QUEST FOR QUALITY TO THE BOARD OF TRUSTEES ENDOWMENT.”

Property Acquisition - President Thompson stated that work on this item has not been completed; therefore, it has been postponed.

Donald W. Reynolds Performance Hall - For the past several months the administration has been working with the architects and Nabholz Construction to finalize a contract for the construction of the Donald W. Reynolds Performance Hall. Because of the sharp increase in the cost of construction since this facility was originally proposed in 1996, we have not been able to design the building within our original budget and still meet the expectations for size and quality of the performance hall.

In order to construct the Donald W. Reynolds Performance Hall as originally proposed, Nabholz has offered a Guaranteed Maximum Price (GMP) of \$6,119,973. This GMP includes \$286,821 for a contingency. With the addition of architect fees, parking, site work, central plant costs, etc., the total budget for the Performance Hall will be \$6,959,431. Of this amount, the Reynolds Foundation is providing \$5,616,585. The Board of Trustees previously approved the usage of \$541,830 of university funds for this project. Therefore, up to an additional \$801,016 in university funds may be needed to build the Performance Hall.

At the June 25, 1998 Board meeting, the administration was authorized to take action necessary to prepare for the refunding of appropriate existing bond issues and notes and the issuance of up to \$6,000,000 in new bonds for the construction of academic facilities. Bond Counsel has been selected and some preliminary study completed on this bond issue. It appears that the university will be able to refund several bond issues and issue approximately \$4,600,000 in new bonds with a total increase of only approximately \$105,000 in our annual debt service payments. It is the administration's recommendation that the additional \$801,106 cost of the Reynolds Performance Hall be funded with this bond issue. If the Board decides not to authorize a new bond issue after considering the recommendation of the administration and Bond Counsel, the additional cost for the Reynolds Performance Hall would be funded with the contingency reserve.

Following discussion, during which Dr. John Smith, Vice President for Administrative Services, and Dr. Joe Hatcher, Vice President for Institutional Advancement, responded to questions from the Board, the following resolution was adopted unanimously upon motion by Mr. Harding with a second by Dr. Chakales:

“BE IT RESOLVED, THAT THE ADMINISTRATION IS AUTHORIZED TO FUND THE \$801,016 ADDITIONAL COST OF THE DONALD W. REYNOLDS PERFORMANCE HALL WITH PROCEEDS FROM THE NEW BOND ISSUE IF IT IS APPROVED AT A LATER BOARD MEETING OR TO FUND THE ADDITIONAL COST FROM THE CONTINGENCY RESERVE IF THE BOARD DECIDES NOT TO AUTHORIZE A NEW BOND ISSUE.”

Scholarships (Board Policy No. 621) - In the past, the university has permitted the combining or stacking of scholarships only in the case of ACT and music scholarships or ACT and athletic scholarships.

The implementation of this policy has been difficult and has resulted in some perceived unfairness. It has caused difficulties for the business office, the student financial aid office, computing services, students, and departments at the university that award scholarships.

The vice presidents have reviewed the policy and determined that more flexibility is needed. These proposed changes should make the policy much easier to administer and cause fewer problems from the various departments that award scholarships.

This policy change, if approved, will be effective beginning with the Fall 1999 term.

The following resolution, as a revision to Board Policy No. 621, "Scholarships," was adopted unanimously upon motion by Mr. Aydelott with a second by Dr. Chakales:

"BE IT RESOLVED THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING REVISION OF BOARD POLICY NO. 621."

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 621

Subject: Scholarships

Page 1 of 1

Date Adopted: _____ Revised: _____

Combination Scholarships - Music - Adopted 12/85

~~—The University offers "Combination Scholarships" to outstanding music students. These are for students who are eligible for ACT Scholarships and who the music faculty desires to award Performing Scholarships. These are one-year scholarships. The ACT Scholarship is renewed based on University policy for each award, and the Performing Scholarship is renewable under existing Music Department and University policy. Students who receive a Combination Scholarship shall use the ACT award to pay for general registration fees, and the Performing Scholarship shall be given to students in a check to help cover other education costs.~~

ACT Scholarships to Student Athletes - Adopted 8/93

~~—ACT scholarships shall be applied to a student athlete's scholarship eligibility, and any other funds needed to bring the athlete up to his maximum eligibility will be funded from either athletic scholarships or need-based student financial aid programs.~~

The university permits a student to combine or stack university-sponsored scholarships up to and including the cost of attendance at the university. For purposes of this policy, the cost of attendance is defined as including tuition and fees, room (a double room in university housing) and board (any standard meal plan at the university, not an optional meal plan), and books up to the amount authorized by the UCA Financial Aid Office for purposes of determining eligibility for financial aid.

Student athletes may combine scholarships to bring the athlete up to maximum eligibility under NCAA guidelines.

Except to the extent that a stipend is awarded as a part of a scholarship, no student will be allowed to receive cash back as the result of combining or stacking university-sponsored scholarships which results in more than 100% of the cost of attendance.

University-sponsored tuition scholarships may not be combined with the Fee Waiver discount (Board Policy No. 621) available to employees, and their spouses and dependents. Persons eligible for both a university-sponsored tuition scholarship and the fee waiver must elect between the two.

This policy will be effective beginning with the Fall 1999 term.

Fee Waiver - Employees (Board Policy No. 623) - In order to make the university's policy regarding tuition discounts consistent with the proposed agenda item concerning combining or stacking of scholarships, a very minor revision needs to be made to the fee waiver policy.

It is necessary to clarify that tuition discounts may not be used in conjunction with other university-sponsored tuition scholarships. Use of the fee waiver would not prohibit a person from receiving a university-sponsored room and board or book scholarship as the current policy implies.

The following resolution, as a revision to Board Policy No. 623, "Fee Waiver - Employees," was adopted unanimously upon motion by Mrs. Goode with a second by Mr. Aydelott:

"BE IT RESOLVED THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING REVISION OF BOARD POLICY NO. 623."

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 623

Subject: Fee Waiver - Employees

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Date Adopted: 4/67 Revised: 6/67, 6/68, 11/68, 11/72, 3/73, 9/75, 1/77, 8/77, 6/83, 6/84, 12/85, 4/87, 8/91, 8/91, 4/95, 6/96, 2/97, 8/97, 5/98

Undergraduate Registration Discount Program

The purpose of this policy is to provide guidelines for use of the fee discount program. Registration discounts are designed to support the professional educational development of UCA employees and to provide an additional opportunity for the spouses and dependents of UCA employees to attain their individual educational goals.

Registration Discount Amount

Beginning with the regular fall semester of 1998, participants in the fee discount program will pay an amount equal to twenty (20) percent of regular in-state undergraduate registration and required fees. Costs and eligibility will be based upon the registration fee schedule in place for the semester in which initial enrollment occurs, subject to any overall registration changes adopted by the Board of Trustees. The discount on required fees applies only to the Facility fee, Co-op fee, AAGE Test fee, Student Center fee and Athletic fee. The discount will not apply to any future student-initiated fees. The discount may not be used in conjunction with other University fee reductions or discounts or with other University-sponsored tuition scholarships.

Eligibility and Restrictions

Only undergraduate hours qualify for discount.

Only courses taken for college credit qualify for the discount.

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

Employees may take no more than three (3) credit hours during normal assigned work hours during any one semester or summer term. Employees attending a course during normal working hours during the summer or fall terms will receive a seven (7%) percent reduction in salary for the period of time in which the course is attended or will forfeit one week of accumulated vacation. During the spring semester the forfeiture of vacation or reduction in salary is not required.

Time off for courses to be taken during normal working hours must be approved through the employee's supervisor and department manager. Effort should be made to schedule courses which least interfere with heavy seasonal work loads or exceptionally busy periods of the working day.

Children must meet the IRS definition of dependent (eligible to be claimed as dependent for federal tax purposes) during each year of the fee remission.

Dependent children must enter the University within thirty (30) months of their date of high school graduation.

Fee discounts for dependent children remain in effect for five (5) consecutive years from the date of initial enrollment.

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

For all employees hired on or after September 1, 1998 or moving to benefits-eligible employment after that date, employee eligibility for the discount and the dependent discount begins after the completion of one (1) continuous year of benefits-eligible employment.

The discount for employees and for dependents and spouses of employees hired on or after September 1, 1998 or moving to benefits eligible employment after that date will be limited to a total of 300 credit hours and participants will pay an amount equal to fifty (50%) percent of regular in-state undergraduate registration and required fees. The discount may be used for one dependent or may be distributed among two or more dependents at the employee's discretion. All regular restrictions, limitations and eligibilities will apply.

Exceptions

If an employee dies or becomes disabled (as determined by the University's disability insurer) during a semester in which dependents are receiving the discount, the dependents will continue their eligibility as if that employee were still eligible and with all other guidelines and restrictions remaining in place.

If an employee with five (5) or more years of benefits eligible University employment dies or becomes disabled (as determined by the University's disability insurer), prior to the date at which a dependent would otherwise become eligible for the discount, the discount will be available for his/her dependents if they enter the University within thirty (30) months of their date of high school graduation. Employees hired on or after September 1, 1998, or moving to benefits-eligible employment after that date will not be eligible for this benefit.

Dr. Chakales requested that the previous two items be brought back to the Board if problems arise.

Distance Education Fee (Board Policy No. 648) - The Division of Continuing Education offers courses taught by faculty who deliver instruction to remote locations via telecommunications. Some of these sites are charging connection fees related to the delivery of the compressed video. All costs of programs offered through the Division must be recovered.

Distance education offerings for the fall semester include four courses delivered by interactive compressed video to students in Ft. Smith who are enrolled in the Master of Science in Nursing (MSN) program and, for the first time, a connectivity fee of \$4,000 is being charged for use of the distance education facilities at the Area Health Education Center in Ft. Smith.

An exact distance education fee cannot be established because the connectivity charges will likely be different at various locations and will change from time to time. However, fees will be assessed only as necessary to recover costs associated with the delivery of instruction via telecommunications.

In response to a question from Mrs. Goode, Dr. Mosbo, Provost, stated that the administration has looked at other potential sites in the Ft. Smith area but at this time there is no viable alternative.

In response to a question from Mr. Aydelott, Dr. Neil Hattlestad, Dean of the College of Health and Applied Sciences, stated that there are presently four courses with an average of 7 students in each course.

Dr. Chakales suggested that distance learning may be more cost efficient through a relationship with AETN (Arkansas Educational Television Network).

In response to a question from Mr. Hicks, Dr. Linda Beene, Director of Continuing Education, explained that an exact distance education fee cannot be established since fees charged at remote locations vary from location to location and from time to time. Dr. Beene stated that in dealing with students who are unable to travel to campus, she has found that they are willing to pay a reasonable fee to recover costs because it may mean the difference between whether or not they have a class and the fee is probably much less than travel costs.

In response to a question from Mr. Aydelott regarding the impact on students in Ft. Smith, Dr. Mosbo stated that those students would probably not be charged the full connectivity fee because

it would be prohibitively expensive. Instead, Ft. Smith students would be charged a fee in an effort to recover the cost.

Mr. Aydelott discussed the need to set a cap on the fee and to notify students prior to the beginning of a semester. Dr. Mosbo stated that if this resolution is approved by the Board, students will be informed as soon as possible of what the fees will be for the coming spring semester.

Mr. Hicks expressed concern about not knowing the actual cost that is being transferred to the student. Dr. Mosbo stated that the total additional fee, if approved, will be somewhat over \$100 with UCA absorbing most of the cost.

Mr. Sims pointed out that there is no way to state a set amount since Southwestern Bell changes its fee schedule every quarter.

Mr. Harding stated that the fee amount could also be affected by the size of the program.

Following further discussion, the following resolution as Board Policy No. 648, was adopted unanimously upon motion by Mr. Harding with a second by Mr. Sims:

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING POLICY AS BOARD POLICY NO. 648.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 648

Subject: Fees - Continuing Education - Distance Education

Page 1 of 1

Date Adopted: _____ Revised: _____

The Division of Continuing Education is authorized to assess a Distance Education Fee as necessary to recover the costs associated with delivering instruction through telecommunications systems.

Because the fees charged at remote locations vary from location to location and from time to time, a specific fee cannot be established. However, fees will be assessed only as necessary to recover costs associated with delivery of instruction via telecommunications.

Dr. Chakales briefly discussed the need for the administration to look at the possibility of developing a more flexible policy allowing the transfer of credits from other universities.

Health Sciences Acceptance Deposit (Board Policy No. 639) - Programs within the Health Sciences that use competitive admission need to be permitted to charge a deposit for those accepted to a program in order to hold their place in that program. The deposit would be non-refundable, but would be applied against the student's tuition upon enrollment.

At the present time, only Physical Therapy intends to charge the Acceptance Deposit. However, as other programs that use competitive admission feel the need to charge such a fee, this policy will allow them the flexibility to do so.

Mr. Sims moved that the following resolution be approved. The motion was seconded by Mr. Harding.

Prior to the vote, Mr. Aydelott pointed out that there is no provision for refunding the deposit to students who, for valid reasons, are unable to attend classes.

Dr. Mosbo stated that the administration would certainly look at extenuating circumstances.

Mr. Harding called the question. The following resolution as a revision to Board Policy No. 639, "Fees - Health Sciences," was adopted unanimously (see above for motion and second):

"BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE REVISION OF BOARD POLICY NO. 639 AUTHORIZING PROGRAMS WITHIN THE HEALTH SCIENCES AREA TO CHARGE A NON-REFUNDABLE ACCEPTANCE DEPOSIT.

BE IT FURTHER RESOLVED: THAT THIS POLICY CHANGE WILL BECOME EFFECTIVE NOVEMBER 1, 1998."

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 639

Subject: Fees - Health Sciences

Page 1 of 1

Date Adopted: _____ Revised: Passim

I. Application Fee

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

<u>Program</u>	<u>Application Fee</u>
Speech-Language Pathology (MS)	\$25.00
Occupational Therapy (BS)	50.00
Physical Therapy Assisting (AAS)	25.00
Physical Therapy (MS)	50.00

II. Health Sciences Fee - effective May 1, 1999

Students enrolled in physical therapy, occupational therapy, nursing, speech-language pathology, and dietetics will be assessed a special course fee, called a Health Sciences Fee, of \$11.00 per credit hour for courses as designated by these departments.

III. Acceptance Deposit - effective November 1, 1998

Students accepted into programs designated by the Provost will be required to pay a non-refundable \$150 deposit to hold their place in the program. The deposit will be applied toward the tuition for those students who enroll.

Web Site Usage Policy (Board Policy No. 411) - The World Wide Web, commonly known as the Internet, is becoming a highly used medium for marketing and information distribution in today's society. In order for UCA to effectively use this resource, a series of policies and procedures governing its use must be enforced. Wendy Allen, Director of Web Development, and the Web Advisory Council have been working diligently in the last few months to develop a policy governing the use of the official UCA web site and its web server. Among the issues addressed by the Web Site Usage Policy and Procedures is a uniform appearance for pages within the UCA web site. Over time, these policies will result in greater uniformity of appearance of the university's web presence, more current information and, it is hoped, an improved image for the university.

Most would concede that the World Wide Web has had and will continue to have a significant impact on today's society. These policies were developed to assist UCA in dealing with this new technology and to establish an appropriate presence on the Internet for UCA.

Because the Internet and the World Wide Web are such a new medium, the Web Advisory Council will continue to re-evaluate these policies on a regular basis to make sure that they are kept current with the use of the most recent technology.

In response to a question from Mr. Aydelott, President Thompson stated that there have been no problems with censorship to date. President Thompson further stated that the Web Advisory Council will deal with censorship questions initially; more complicated issues will be brought to the Board.

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

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE FOLLOWING POLICY AS BOARD POLICY NO. 411.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 411

Subject: Web Site Usage Policy

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Date Adopted: _____

Revised: _____

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

I. Web Advisory Council

Mission:

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

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

Council Membership:

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

Reporting:

The Director of Web Development will serve as chair.

Responsibilities:

The Council, acting as a review group, will (1) approve policies related to the ongoing evolution of the university's Web presence and (2) evaluate disputes on Web use and content. The Director

of Web Development is responsible for content and image of the university pages, and will serve as a liaison to computing services for matters pertaining to technical issues and access.

II. Web Page Levels of Content and Responsibility

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

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

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

2. Departmental Web pages include information encouraged by the university but maintained by individual university departments. All departmental Web pages are in direct support of the university's mission. Examples include but are not limited to academic departments, student services, campus events, athletics, administration, and other informational resources. These pages are maintained by Information Content Providers (ICP) in each department with technical services support as needed from the Director of Web Development. Templates and an image bank are made available on the Web by the office of Web Development to help departments with the construction of their pages. The office of Web Development strongly encourages the use of these templates. Information on these pages is the responsibility of the department head/chair and their ICP. Departments are encouraged to conform to applicable university Web design standards.
3. Individual Web pages are pages sponsored and maintained by members of the university faculty, staff and students. Information on these pages is the responsibility of the individual. Individuals are encouraged to conform to applicable university Web design standards. Information on individual Web pages is solely generated and maintained by the author. Individual Web pages are the creative, intellectual, and personal property of the individual author. Individuals must maintain backup files. The university is not responsible for any corrupted, lost, or otherwise damaged files. The university may remove Web pages if the individuals are no longer affiliated with the university.

III. Use of University Web Pages

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

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

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

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

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

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

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

IV. Links from Web Pages

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

1. *University Official Pages*

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

2. *Departmental Web Pages*

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

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

3. *Individual Faculty and Staff Web Pages*

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

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

4. *Student Organization and Individual Student Web Pages*

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

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

V. *University Disclaimers*

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

1. Official university Web pages do not require a disclaimer. Official university Web pages will contain a logo or other marking to indicate their official status.
2. The alphabetical listing of departmental pages (A-Z index) will have the following Departmental Page Disclaimer at the top:

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

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

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

VI. *Department and Individual Web Servers*

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

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

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

Web services on all remote, on-campus servers must adhere to all applicable content and design standards as specified in this document. Appropriate disclaimers must also be included. The university reserves the right to remove remote, on-campus services which do not comply with these standards regardless of whether links have been established from the official server.

Web content of remote, on-campus servers is not included in the search engine found on the official home page. Web pages on these machines, however, may of course be indexed by search engines on the Internet.

VII. University Web Review Policy

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

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

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

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

VIII. Procedure for Requesting Access

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

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

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

DEFINITIONS

Home page

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

Internet Content Provider

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

Official server

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

On-campus, remote servers

All Web servers on campus, other than the official server

System Administrator

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

Departmental Page Disclaimer

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

University Individual Disclaimer

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

Director of Web Development

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

Web Pages

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

ATTACHMENT**Authorization Form**

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

PLEASE PRINT

Name

Title

Department

Phone Extension

Web Page type:

- Department Web Page Individual Web Page

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

Signature

Date

Director of Web Development

Date

Copy of this form sent to Data Center on _____

URL of Home Page _____

GUIDELINES

Web Page Content

1. Official University Web Pages

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

2. Departmental Web Pages

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

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

Web Page Guidelines

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

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

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

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

Dental Insurance Plan - The annual dental insurance contract with Delta Dental Plan of Arkansas will expire on December 31, 1998. The current plan provides two annual diagnostic and preventative visits per year at no cost to the participant. Basic restorative care is covered at 80%, major restorative is covered at 50% and surgical periodontics is covered at 50%. There is an annual \$1,000 maximum coverage per participant, an individual deductible of \$50 and a family deductible of \$150.

Initially, Delta Dental presented a renewal proposal for the current plan which carried a 10% rate increase. The Administration requested that Delta Dental develop plan design adjustments in support of a more price-stable and affordable plan for employees. Delta Dental has submitted the following rate proposal and plan modification for calendar year 1999.

Proposed Plan Design

Under the proposed plan, employees will be allowed to select a basic (low option) plan or an enhanced coverage (high option) plan. New employees will be placed in the basic plan for one year. Employee selections will be made on a two year basis.

With the enhanced plan, orthodontic coverage will increase by \$250 and the annual maximum coverage per participant will increase \$500. Basic preventative visits will cost \$10 out-of-pocket with a family maximum of \$40. Coverage for basic restorative continues at 80% and major restorative and surgical periodontics continue at 50%.

With the basic plan, participants will have access to preventative and diagnostic care with a \$10 out-of-pocket fee and a family maximum of \$40. Basic restorative care will be covered at 50%. Major restorative, orthodontics and related will not be covered.

Monthly Premiums:

	<u>Current Plan</u>	<u>Proposed Enhanced Plan</u>	<u>Proposed Basic Plan</u>
Employee Only	\$18.14	\$17.14	\$10.76
Employee/Spouse	\$36.30	\$34.28	\$21.50
Employee/Child(ren)	\$41.80	\$39.44	\$23.14
Family	\$60.52	\$57.12	\$32.64

The proposed plan and rates have been reviewed and recommended by the University Fringe Benefits Committee.

Dr. John Smith, Vice President for Administrative Services, and Mr. Steve Wood, Assistant Vice President for Human Resources, responded to questions from the Board.

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

“BE IT RESOLVED: THAT THE PRESIDENT IS AUTHORIZED TO RENEW THE DENTAL INSURANCE CONTRACT WITH DELTA DENTAL PLAN OF ARKANSAS FOR THE PERIOD OF JANUARY 1, 1999 THROUGH DECEMBER 31, 1999 AT THE RATES AND TERMS INDICATED ABOVE.”

Life and Disability Insurance Plans - The University currently provides a Life Insurance and Accidental Death and Dismemberment (AD&D) program equal to one times salary for each benefits-eligible employee. Employees may purchase additional coverage equal to one times their salary. The plan continues into retirement, reducing coverage to sixty-five percent at age sixty-five and moving entirely to participant paid at age seventy. Coverage ends at age eighty.

Additionally, the University provides Long-Term Disability insurance coverage for each benefits-eligible employee. The plan provides for replacement income equal to sixty-six and two-thirds (66.7%) percent of salary up to a monthly maximum payment of \$7,600.

In review of the plans, two major goals were identified. First, sustainability and cost containment within retiree life insurance. Second, improved disability coverage through areas such as reduced offsets for retirement income received and implementation of partial return-to-work programs.

At the May 8, 1998 Board of Trustees meeting, the Board directed the Administration to solicit bids on life insurance coverage with the proposed changes in future retiree coverage and with the options of continuing basic active employee coverage at one times salary or one times salary to a maximum of \$50,000 dollars. Additionally, the Board directed the Administration to solicit bids on long-term disability insurance under the current plan design and with a basic and optional plan design. Due to the changes in the future retiree life insurance, the cost of life insurance coverage for active employees and for current retirees will be reduced. Disability insurance will be improved and will also be provided at reduced costs. Following is a summary of the plans and premiums.

Proposed Plans

Life Insurance and Accidental Death and Dismemberment coverage - The University will purchase Life and AD&D coverage for active employees in an amount equal to one times salary. Employees may purchase additional coverage equal to one times their salary.

Current retirees as of December 31, 1998, will continue under the current Life and AD&D coverage.

Current employees who are age fifty-five (55) or older and who have completed fifteen (15) or more years of benefits-eligible service at the University as of December 31, 1998 may continue under the current Life and AD&D coverage while active and into qualified retirement.

Current employees who do not meet the age fifty-five and fifteen years qualification as of December 31, 1998 will receive \$15,000 in employer-paid life insurance during qualified retirement. Coverage remains at \$15,000 until age 80 at which time all coverage ends.

Employees hired after December 31, 1998 or moving to benefits-eligible employment after that date will receive no employer-paid retiree life insurance.

Costs:

	<u>Current Rates</u>	<u>Proposed Rates</u>
Basic Employee UCA Paid One Times Salary	\$0.27 /\$1,000	\$0.26 /\$1,000
Optional Employee Paid One Times Salary	\$0.27	\$0.09 - \$4.00 (\$0.33 at 50)
Current Retiree, UCA Paid One Times Salary	\$0.27	\$0.26
Current Retiree, Optional One Times Salary	\$0.27	\$0.26
Current 55/15, Basic One Times Salary	\$0.27	\$0.26
Current 55/15, Optional One Times Salary	\$0.27	\$0.26

Future Retiree, UCA Paid \$15,000 Basic	NA	\$0.26
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Long-Term Disability Insurance - The University will purchase disability coverage of sixty-six and two-thirds percent (66.7%) of base salary to a maximum monthly payment of \$8,100 for active employees. The plan will have a six month elimination period, a six month pre-existing conditions exclusion and a ninety day waiting period for enrollment. The plan will not offset dollar-for-dollar for retirement income received and will include return-to-work incentives.

Costs:

	<u>Current Rates</u>	<u>Proposed Rates</u>
Basic Employer Paid Plan	\$0.28/\$100.00	\$0.22/\$100.00

After review and recommendation of the proposed plans and rates by the University Fringe Benefits Committee and after review by the Administration of formal proposals received, the revised Life and Accidental Death and Dismemberment Insurance and Long-Term Disability Insurance plans proposed by Business Mens Assurance Company of America are recommended for implementation on January 1, 1999.

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

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE PROPOSAL FOR THE IMPLEMENTATION OF THE LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE AND LONG-TERM DISABILITY INSURANCE CONTRACT WITH THE BUSINESS MENS ASSURANCE COMPANY OF AMERICA FOR THE PERIOD OF JANUARY 1, 1999 THROUGH DECEMBER 31, 1999, AT THE RATES AND TERMS INDICATED ABOVE.”

Health Insurance - Dr. John Smith reported that UCA’s health insurance will be bid. Steve Wood is preparing a request for proposals and a recommendation will be brought to the Board at a future meeting.

Loan Program for the Supplemental Retirement Account - All UCA employees, whether members of the Alternate Plan or the Arkansas Public Employees Retirement System (APERS) or the Arkansas Teachers Retirement System (ATRS), may elect to establish a 403(B) Supplemental Retirement Account. Using a supplemental account, participants may make tax deferred contributions through their payroll to a separate account with an Alternate Plan vendor. Contributions are limited by IRS Section 125 annual pre-tax maximum contribution calculations. The University makes no matching contributions to supplemental accounts.

Under IRS regulations, participants in 403 (B) plans generally may withdraw funds from their accounts only upon termination and attainment of age fifty-five (55). At age fifty-five (55), former employees may withdraw up to one-half of their account balance and at age fifty-nine and one-half (59.5) former employees may withdraw their entire account. However, with certain restrictions, IRS regulations do allow employees to borrow funds from their retirement accumulation accounts.

Maximum loan amounts and procedures are subject to the specific terms of the Funding Vehicles and IRS limitations. However, within those guidelines, loans under the UCA Plans will be limited to the lesser of forty-five (45%) percent of the participant's total accumulation within the Supplemental Account or the terms of the Funding Vehicle.

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

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES APPROVES THE PROPOSAL FOR THE IMPLEMENTATION OF THE LOAN PROVISION FOR THE SUPPLEMENTAL RETIREMENT ACCOUNT PROGRAM.”

“BE IT FURTHER RESOLVED THAT LOANS WITHIN THE SUPPLEMENTAL PROGRAM WILL BE LIMITED TO THE LESSER OF FORTY-FIVE (45%) PERCENT OF THE PARTICIPANT’S TOTAL ACCUMULATION WITH THE SUPPLEMENTAL ACCOUNT OR THE TERMS OF THE FUNDING VEHICLE.”

Post Tenure Review (Board Policy No. 301) - In 1997, the Arkansas General Assembly passed Act 1330, codified at Ark. Code Ann. 6-63-104, calling for the presidents and chancellors of each state-supported institution of higher education to work with the campus faculties in order to develop a framework for reviewing faculty performance, including post tenure review. As explained by the legislature, the purpose of such review is “to ensure a consistently high level of performance

of the faculty at Arkansas' publicly supported institutions of higher education." Each institution is charged with developing its own policy and is mandated to report such policy to the House and Senate Interim Committees on Education, the Joint Oversight Committee on Higher Education Reform, and the State Department of Higher Education no later than December 01, 1998. Implementation of the policy is to occur no later than January 01, 2001.

A substantial amount of time and effort by representatives of the administration and the Faculty Senate have been devoted to developing a policy that is consistent with the legislative mandate and the appropriate review of performance of tenured faculty.

Implementation of the policy will commence in the 1999-2000 academic year.

At President Thompson's request, Dr. John Mosbo, Provost, presented this item. Dr. Mosbo stated that the policy being presented to the Board for consideration is the administration's version and not the one voted on and passed by the Faculty Senate. Dr. Mosbo explained that, in most ways, the two policies are very similar with one notable exception: The policy being presented to the Board includes provisions for college deans to resolve conflicting recommendations; the Faculty Staff version does not. Dr. Mosbo stated that this is an important point to both the Faculty Senate and the administration.

President Thompson stated that the process of developing a post tenure review policy has been a very open and frank exchange of ideas between representatives of the Faculty Senate and the administration. President Thompson expressed his appreciation to Mr. Don Adlong, President of the Faculty Senate.

President Thompson explained that the Faculty Senate's preference is that the departmental tenure committee be the final arbiter of whether or not a faculty member is ineffective; the administration prefers that the college dean resolve the issue if there is a disagreement between the department chair and the tenure committee. President Thompson stated that his viewpoint is that deans are responsible for evaluating faculty members and assuring performance in their colleges and, therefore, should ultimately have that authority and responsibility.

Lengthy discussion followed during which President Thompson, Dr. Mosbo, and Mr. Adlong responded to questions from Board members. Mr. Adlong distributed copies of a memo from him to Dr. Mosbo concerning post tenure review (copy attached).

President Thompson pointed out that this is a working document and can be amended as necessary.

Following discussion the following resolution was adopted unanimously upon motion by Mrs. Goode with a second by Mr. Aydelott:

“BE IT RESOLVED: THAT THE BOARD OF TRUSTEES ACCEPTS THE FOLLOWING POST TENURE REVIEW POLICY AS BOARD POLICY NO. 301, WITH IMPLEMENTATION COMMENCING IN THE 1999-2000 ACADEMIC YEAR.”

UNIVERSITY OF CENTRAL ARKANSAS
BOARD POLICY

Policy Number: 301

Subject: Post-Tenure Review

Page 1 of 3

Date Adopted: _____ Revised: _____

Purpose of Evaluation of Tenured Faculty:

The purpose of post-tenure review should be understood as an integral part of the purpose of tenure: to build and maintain an effective and engaged faculty and to ensure academic freedom for that faculty in the pursuit of the goals of the university. Faculty members are effective and engaged insofar as they contribute to the stated mission of their academic departments and thereby to the overall mission of the university. This definition of an effective or engaged faculty assumes that: (a) great variability is possible among the career profiles of successful faculty members; (b) academic departments have the responsibility of defining their expectations for individual faculty members within the department's stated mission and consistent with the "*Criteria for Tenure*" established in the *Faculty Handbook*; and (c) the university is committed to provide faculty members with the administrative support and academic resources they need to successfully perform the teaching, scholarly, and service roles expected of tenured faculty.

An effective evaluation of tenured faculty will identify faculty members who have become ineffective or disengaged in order to provide support, assistance, and encouragement necessary to again become contributing members of the university community. The post-tenure review process is designed to maintain a faculty capable of effectively fulfilling the university's mission. The evaluation of tenured faculty must serve that process by making every effort to bring ineffective or disengaged faculty back into the active community of scholars.

Tenured Faculty Evaluation Process:

(1) Annual reviews of tenured faculty will provide an administrative determination of merit, in addition to determining whether an individual is meeting the responsibilities and obligations of a tenured faculty member. Following the annual review, a tenured faculty member will be informed, in writing, by the responsible administrator (usually the chair) whether or not the faculty member has satisfactorily met the responsibilities of tenured faculty. All annual reviews will be forwarded to the next level administrator (usually the dean) for informational purposes.

(2) Where it is determined by the chair that there exists a pattern of unsatisfactory ratings, the chair will inform the faculty member, in writing, of the need for a corrective plan. If the faculty member agrees with this determination, then the chair, in close consultation with the faculty member, will develop a corrective plan, including a time frame for meeting the requirements of the plan. The plan and time frame will be specified to the faculty member, in writing, and a copy will be filed with the dean. If the faculty member elects to contest the chair's determination that there is a pattern of unsatisfactory performance, the faculty member may petition, in writing, the departmental tenure committee to review the record and the chair's determination. The petition must be submitted within five (5) working days of receiving the chair's determination.

A pattern of unsatisfactory ratings is defined as two (2) unsatisfactory ratings in consecutive years or three (3) unsatisfactory ratings within five (5) consecutive years.

(3) Where it is determined that the departmental tenure committee agrees with the chair's determination and that a corrective plan is needed, the chair and the faculty member will be informed, in writing, of the committee's determination. The chair, in close consultation with the faculty member and departmental tenure committee, will develop a corrective plan, including a time frame for meeting the requirements of the plan. The plan and time frame will be specified to the faculty member, in writing, and a copy will be filed with the dean.

(4) Where the chair and the departmental tenure committee, despite careful consideration, disagree, the chair and the departmental tenure committee may submit separate written recommendations to the dean for decision.

(5) Where the dean determines that a corrective plan is not needed, the faculty member's most recent annual review will be ruled satisfactory, and the chair and faculty member will be notified, in writing, that no corrective plan is necessary.

(6) Where the dean determines that a corrective plan is necessary, the chair, in close consultation with the faculty member and giving careful consideration to the recommendations of the departmental tenure committee, will develop a corrective plan including a time frame for meeting the requirements of the plan. The plan and time frame will be specified to the faculty member, in writing, and a copy will be filed with the dean.

(7) The process, beginning with the determination that a pattern of unsatisfactory ratings exists through the development of a corrective plan, shall be completed within a six (6) week period. Exceptions to the time period may be made for extenuating circumstances as determined by the dean.

(8) If it has been decided that a corrective plan is necessary, the faculty member will adhere to the requirements of the plan beginning no later than the following fall term.

(9) During the first annual review after the specified time period, the chair will evaluate the faculty member's response to the corrective plan. The chair will inform the faculty member and dean, in writing, of his/her evaluation. During intervening annual reviews, the chair will advise the faculty member of the chair's determination of progress toward meeting the conditions of the plan.

(10) In instances where the faculty member fails to meet the provisions of the corrective plan, the chair will provide the dean with a written report containing a recommendation for appropriate disciplinary action. If the faculty member elects to contest the chair's determination of failure to meet provisions of the corrective plan, the faculty member may petition, in writing, the departmental tenure committee to review the record and the chair's determination before the chair's report is filed with the dean. The petition must be submitted within five (5) working days of receiving the chair's determination.

(11) Where it is determined that the departmental tenure committee agrees with the chair's determination, the recommendation of the chair will be forwarded to the dean.

(12) Where the departmental tenure committee and the chair disagree, the chair and departmental tenure committee may submit separate written recommendations to the dean for decision.

(13) The dean shall notify the faculty member, in writing, of any disciplinary action to be imposed. Notification will be provided during the spring term in which the decision is made. A faculty member who contests the imposition of disciplinary action may file an appeal consistent with the procedures described in the *Faculty Handbook*.

Retirement Center Site - The UCA Board of Trustees, at their August 14, 1998 meeting, authorized the President to facilitate the development of an independent living retirement center to be located on the UCA campus by providing land and minimal initial administrative support to a non-profit corporation which will develop the center. The President was further authorized to present to the Board, at a later date, a proposed lease on approximately four acres to be used for the retirement center site.

The land to be leased to the non-profit corporation is located at the northwest corner of the UCA campus at the southeast corner of the intersection of Farris Road and College Avenue. This is the location suggested at the August board meeting. The property is square with a small parcel of land excluded since it is not currently owned by the University. If this parcel of land, approximately one-half acre, is purchased by the University, it may be leased to the non-profit corporation in order to "square up" the retirement center site.

The University will retain ownership of the property which will be leased to the non-profit corporation.

At President Thompson's request, Mr. Bob McCormack, retired Vice President, presented this item and responded to questions from Board members.

Mr. Sims stated that he would like to see a report from the corporation's board stating their observations and endorsements on the viability of the project.

In a response to a question from Mr. Sims, President Thompson explained that the administration would be bringing other matters to the Board regarding this project. President Thompson stated that this is giving the administration the authority to negotiate a lease.

A lengthy discussion followed, during which Mr. Aydelott expressed his strong concerns about using the described property for a retirement center. Mr. Aydelott stated that UCA is in the education business and he doesn't understand why it is now in the retirement business. Mr. Aydelott further stated that UCA has just recently acquired the property at great expense. Mr. Aydelott described several problems he had identified which could occur if the property is used for a retirement center and stated several ways in which to better utilize the land. Mr. Aydelott stated that he thinks that this is a private sector issue.

Mr. Aydelott moved that the item be tabled. The motion died for lack of a second.

Mr. Sims stated that the group of individuals selected to serve on the board of the non-profit corporation are Conway leaders and he values their opinions. Mr. Sims stated that the project is

definitely worth consideration; however, he does not want the UCA Board to give final approval of this project without a report from the board of directors of the corporation which will develop the center.

President Thompson again stressed that the proposed resolution only authorizes the administration to negotiate a lease. President Thompson stated that a lease will not be finalized without the Board's approval.

Mr. Aydelott stated that his motion was not to kill this project but to slow it down. Mr. Aydelott further stated the administration should do a better job of keeping Board members informed about this project between meetings.

Following further discussion, Mr. Aydelott moved that the issue be tabled until the December 4, 1998, Board meeting in order to allow the proposed retirement center board to meet, review and discuss material previously presented and to prepare a report for the UCA Board. The motion was seconded by Mr. Sims with the addendum that more time be allowed for the board to prepare its report if necessary. The motion passed unanimously.

EXECUTIVE SESSION

Executive session was declared by Mr. Hicks.

OPEN SESSION

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

“BE IT RESOLVED: THAT THE UCA BOARD OF TRUSTEES APPROVES THE FOLLOWING ADJUSTMENTS, APPOINTMENTS, APPOINTMENTS FROM RESTRICTED/GRANT FUNDS, LEAVE WITHOUT PAY, AND RESIGNATIONS, PROVIDED HOWEVER, THAT THE ADMINISTRATION IS AUTHORIZED TO MAKE CORRECTIONS AND CHANGES OF A CLERICAL NATURE.”

ADJUSTMENTS:

1. Carolyn Aman, Assistant Professor, GPSS, change salary from \$34,490.00 to \$35,490.00 due to completion of doctorate.
2. Jane Heard, Continuing Education, effective August 17, 1998, change salary from \$25,500.00 to \$29,700.00 due to additional teaching responsibilities.
3. William T. Jones, Instructor, Continuing Education, effective August 17, 1998, change salary from \$25,500.00 to \$29,700.00 due to additional teaching responsibilities.
4. Edward Powers, Assistant Professor, Sociology, effective August 17, 1998, change salary from \$33,000.00 to \$34,000.00 due to completion of doctorate.
5. Sharon Ross, Clinical Instructor, Speech-Language Pathology, effective July 1, 1998, change salary from \$31,505.00 to \$40,737.00 due to additional responsibilities.

APPOINTMENTS:

1. Suzanne Booher, Instructor, Psychology and Counseling, Non-tenure Track, effective August 15, 1998 through May 15, 1999 @ a salary of \$25,000.00.
2. Elizabeth Branscum, Assistant Dean/Asst. Director of Student Center, Student Services, Non-faculty Appointment, effective October 1-December 31, 1998 @ an annual salary of \$27,000.00.
3. Mercedes Buller, Assistant Director of Admissions, Admissions, Non-faculty Appointment, effective August 12, 1998 through June 30, 1999 @ an annual salary of \$20,000.00.
4. Theodore Dias, Instructor, Writing Program, Non-tenure Track, effective August 17, 1998 through May 14, 1999 @ a salary of \$24,500.00.
5. James Fielder, Instructor, Mathematics, Non-tenure Track, effective August 17 through December 22, 1998 @ a salary of \$12,500.00.
6. Anne Gillespie Bolter, Project Coordinator, Career Services, Non-tenure Track, effective August 31, 1998 through June 30, 1999 @ an annual salary of \$29,000.00.
7. Teri Higginbotham, Instructor, Speech, Theatre, Mass Communications, Non-tenure Track, effective August 15, 1998 through May 15, 1999 @ a salary of \$25,000.00.

8. Larissa Kiefer, Lecturer, Music, Non-tenure Track, effective August 17-December 31, 1998 @ a salary of \$12,300.00.
9. Greg Kost, Project Coordinator, International Programs, Non-tenure Track, effective September 1, 1998 through June 30, 1999 @ an annual salary of \$29,000.00.
10. Kendra Pelletier, Assistant Dean/Director of Student Activities, Student Services, Non-faculty appointment, effective October 1-December 31, 1998 @ an annual salary of \$29,500.00.
11. Jon Ruehle, Visiting Assistant Professor, Biology, Non-tenure Track, effective August 17, 1998 through May 17, 1999 @ a salary of \$30,000.00.
12. Corakeita Scott, Instructor, Writing Program, Non-tenure Track, effective August 17, 1998 through May 14, 1999 @ a salary of \$24,500.00.
13. Jack Slentz, Instructor, Art, Non-tenure Track, effective August 17, 1998 through June 30, 1999 @ an annual salary of \$20,000.00.
14. Mary White, Assistant Librarian, Torreyson Library, Non-faculty Appointment, effective September 7, 1998 through June 30, 1999 @ an annual salary of \$29,000.00.

APPOINTMENTS FROM RESTRICTED/GRANT FUNDS:

1. Linda Griffith, Professor/Director, Mathematics/Center for Math and Science Education, effective July 1, 1998, change salary from \$50,072.00 to \$62,089.00 with \$12,017.00 coming from grant funds.
2. Terry James, Professor, Curriculum and Instruction, effective August 17, 1998, change funding for \$10,575.00 of salary coming from grant funds.
3. Belinda Robertson, Instructor/Facilitator, Center for Mathematics and Science Education, effective August 24, 1998 through June 30, 1999 @ an annual salary of \$42,000.00.

LEAVE WITHOUT PAY:

1. Jami Anderson, Assistant Professor, Philosophy and Religion, effective December 6-24, 1998.

RESIGNATIONS:

1. Cecil Boothe, Curriculum & Instruction August 24, 1998
2. Gerald Plumlee, Marketing & Management August 27, 1998

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

Mr. Rickey Hicks, Acting Chair

Mr. Dalda Womack, Secretary

**Board of Trustees
Annual Fall Address
Doris Clark, SGA President**

First, I would like to thank the Board for allowing the Student Government Association to come and speak this afternoon. Before I present the 1998-99 goals of the Student Government Association (SGA), I would like to extend SGA's many thanks to President Thompson. In the past two years, President Thompson and SGA has had a open line of communication. The president's office is always open to us. As executive president of SGA, I will work to continue this relationship. Without the help of President Thompson many of SGA's goals last year would not have been accomplished like providing the students with a student-ran radio station and hiring a University Promoter for the school year.

I have provided the Board with a list of our goals for this year. SGA has selected from that list four main objectives. The four goals that we would like to see considered are revisiting the idea of providing shuttle buses for students, giving students' Labor Day off, altering the university's drop and add policy, and purchasing a new bear to place under the new scoreboard in Estes Stadium.

Because of the removal of many parking lots out of the interior of campus, SGA would like to see shuttle services provided for off-campus students. Once the residence hall is built east of Hughes Residential College, you can expect that off-campus students with classes in Mashburn will not have interior parking. The parking that these students use now will be occupied by the residents in the new hall, Hughes Residential College, State Hall, Minton Hall and Arkansas Hall which is in front of the stadium and directly

behind Hughes. By 8:00 a.m. every morning, these two parking areas are full. Off-campus students with classes in Mashburn are forced to park by the Farris Center or behind the baseball field. This is almost four blocks away from these students' classes. This same type of effect is occurring with off-campus students who have classes in Irby, Torreyson Library, Burdick Business Administration, and Health Doyne Science Center. These students are being forced to park over by the softball fields and behind Papa John's pizza. SGA believes that in return for removing interior parking that students should be offered a shuttle service.

Both students and faculty have complained about having to attend classes on Labor Day. A majority of the students use Labor Day weekend as a time to go back home and pick up last minute items. It is also a time that many of the students spend with their families. A large percent of professors did not require students to attend class on that day. But, for those professors who did require attendance on Labor Day had to reinforce their position by giving a test to assure the students attendance. SGA believes that the decision to have classes on Labor Day is an issue that needs further discussion before it is final. SGA is not in support of having classes on Labor Day in the future.

The third goal that SGA would like to accomplish for the year is revising the university's drop and add policy. It is up until the ninth week that students can withdraw/drop from a course. Why is it that professors are given the liberty of assigning that student with a W/P or a W/F during these nine weeks? SGA argues that this gives the professor to much control.

SGA poses the question, "What is the benefits for a student to withdraw from a class, if the student is still able to receive a W/F for the course? SGA is asking that the university accept drop/add policies similar to those offered at the University of Arkansas in Fayetteville and Arkansas State University in Jonesboro. At these schools, students are given ten instead of nine weeks to drop a class. During these first ten weeks, the student can only be assigned a W by the registrar's office. After the first ten weeks then it is at the discretion of the professor to assign the student a letter grade.

Our final goal is for the 1998-99 Student Government Association to make a lasting contribution to the newly remodeled Estes Stadium. SGA would like to purchase a new "Huggy Bear" statue under the scoreboard in Estes Stadium. SGA would like the new bear to resemble the one inside the Farris Center. We are currently researching the cost of the project.

In closing, I would like to reiterate two of our main goals for this year: the university provide a shuttle service and that administrators revise the our drop/add withdrawal policy. In closing, I would like to thank Mrs. Elaine Goode and the Board of Trustees for giving me this time to express the concerns of the students here on campus. If any of you have any questions concerning the goals listed on the form in front of you, I would be happy to address them at this time.

SGA 98-99 GOALS

PARKING AND TRAFFIC

paved parking lots/sidewalks
shuttle buses
tickets 1/2 price within 24 hours
loading zone
flashing lights around some "crosswalks"

SCHOOL SPIRIT

tailgate gatherings/renting tents
night football games
homecoming parade
alma mater and fight song

HOUSING

computer access in dorms
visitation hours in dorms
cafeteria hours on weekend
waiting list for residence halls to prevent overbooking (cut-off date)
housing leasing policy

STUDENT LIFE

Labor Day
set traditions paint "bear"
basketball courts outside
venda cards
pin #'s from advisors
drop/add process
fun fest carnival ///////////////another game room
library hours
explanation of tuition increase
classified section in ECHO
weekend programming working with SAB
radio speakers outside Student Center
activity in front of Student Center
explanation of why full paid scholars don't get back full room/board money if they don't live in the dorms

AWARENESS

SGA publicity/visibility
send personalized post cards
better communication between administration/ SGA/students
recognition of each organization on SAB
publicity of new radio station in Student Center basement

Chair Goode, other members of the Board, President Thompson, and other members of the university community. As President of the Faculty Senate, my remarks should, as closely as possible, reflect the concerns of the entire faculty. I do realize that task is virtually impossible, but I hope my expressed thoughts today represent the vast majority of the faculty. In the limited time I have, I want to direct my remarks primarily to issues involving tenure. As stated in my fall address to the University faculty and staff, and I quote,

"In an early address to the university community, Dr. Thompson stated that UCA seemed to be the choice of students from across the state and he was not sure why that was the case. I suggest that the answer was and is, its faculty! I also suggest that continuance of UCA as the institution of choice lies with the faculty, and even though more and more adjunct and part-time faculty are being appointed, the tenured faculty remain the foundation on which the university must build."

"UCA Faculty go through a rigorous review process, including a substantial probationary period, in consideration for a tenured appointment. At any point in this probationary period, a faculty member may be and sometimes is terminated. For the institution,

granting of tenure involves not only an evaluation of past and present performance, but also an evaluation of potential for continued professional growth and future contributions to the institution. Since the granting of tenure means the acceptance of a faculty member into the institution's continuing scholarly community, the tenure decision must involve consideration of the ability to work effectively in, and contribute significantly to, that specific scholarly community. An award of tenure represents the joint commitment of the institution and the individual to the mission of providing the best possible education for the students.

Tenure is a two way street. Tenure may obligate the institution to a continuing relationship with the faculty member, but it also obligates the faculty member to assume "duties of the tenured faculty" such as: the substantial responsibilities of leadership, the setting of a professional and moral example for both students and faculty colleagues, the mentoring of younger faculty, and the availability for administrative and committee assignments which are necessary to the success of the institution's academic mission. A concern that tenure serves to ensure a lack of productivity, or a lack of flexibility for the

institution is misplaced, since there are avenues for accountability and termination for cause."

It is the continuing faculty, that is, the tenured faculty, who develop the strongest commitment to the University and who accomplishes its mission most effectively. With these remarks as a premise, I wish to make the following comments and observations.

1. It was the faculty, in an act of responsibility, which initiated the development of a Post Tenure Review policy. The development of such a policy began before it was mandated by the Legislature.
2. Tenured faculty have acted responsibly by recommending that poorly performing tenure-track faculty be terminated during the probationary period.
3. Tenured faculty have acted responsibly by not recommending unworthy tenure-track faculty for tenure at the end of the probationary period.
4. Tenured faculty have acted responsibly in serving on tenure appeals committees. The perception of many faculty is that it is useless to appeal a decision denying tenure since President Thompson has yet to reverse a recommendation from the Provost.

5. The Faculty Senate Constitution recognizes faculty holding tenure or tenure-track appointments as the "faculty" of the university. In recognition that an increasing number of teaching appointments are non-tenure track appointments, I have requested the Faculty Senate to make provision for amending our Constitution to not only broaden the definition of faculty, but also to make provision for their representation on the Faculty Senate. All teaching personnel need representation and the opportunity for input into decision making. This can best be accomplished through one senate. If such recognition and representation is approved, a request will be made that the earlier action by the Board of Trustees to establish the Non-Tenure Track Faculty Senate be rescinded.
6. The "experiment" to introduce three-year rollover non-tenure track appointments, announced by President Thompson in his fall address to the University is perceived by many faculty members as an effort to either ultimately abolish tenure or at least lower the percent of tenured faculty members at UCA. Some of the concerns I have expressed to President Thompson relative to such

appointments are;

- a. Academic freedom cannot be guaranteed except under the umbrella of tenure;
- b. Faculty holding such short term appointments cannot be held to the same standards in teaching, scholarly activity, and service as tenure-track and tenured faculty members;
- c. Some provision must be made for a probationary period lest the University be committed for three years to a faculty member who might prove to be unsatisfactory;
- d. Even competent faculty members with such short term appointments will not develop a strong commitment to the University. Simple self-interest demands that they continue to seek long-term employment at some other institution; and
- e. The long-term effect for faculty holding these rollover appointments could also be devastating. Without the security of tenure, a faculty member with 10, 15, or

even 25 years of outstanding service to the University, making significant contributions to the community, might be terminated without cause, but rather at the whim of a future administration.

As I travel across the state and even the nation to speak at conferences, I encounter our alumni wanting to reminisce about individuals such as the late Dorothy Long, J. D. Henry, Tom Burgess, Gene Nolte, and Ophelia Fisher and retired faculty such as O.L. Hughes, Neal Buffaloe, Audie Lynch, and Ralph Behrens, and even many of the current faculty with long periods of service. These and many other tenured faculty are the foundation on which UCA was built. It is these faculty with their years of service who contribute to the alumni's sense of belonging to the UCA community. As the University builds buildings for the future, it must also continue to build a nucleus of tenured faculty to assure continued preservation and fostering of its academic responsibilities.

In closing, I assure you that I personally am committed to helping make UCA the very best university it can be and to remain the university of choice for students. I know that the Faculty Senate and the faculty share my commitment. As stated in my opening address to the University this fall, a

number of years ago I personally adopted a scripture as a guide to live by. To paraphrase Micah 6:8, "do justice, love kindness, and humbly walk with God."

Thank you.

Don Adlong, President
Faculty Senate



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MEMO

TO: Dr. John Mosbo, Provost

FROM: Don Adlong, President
Faculty Senate

DATE: October 14, 1998

SUBJECT: Post Tenure Review

The Faculty Senate endorsed the enclosed Post Tenure Review policy at its October 13, 1998 meeting. As President of the Faculty Senate, I strongly urge you to make this proposal your recommendation to President Thompson for presentation to the Board of Trustees for approval.

The most important difference in the two proposals is whether the dean or the departmental tenure committee has the power to overrule a chair's determination. As I understand your position, that at such a time when the chair and departmental tenure committee disagree on a determination by the chair, there has been no resolution. I would point out that at such a time that the chair and the faculty member disagree on the chair's determination and the departmental tenure committee is convened for evaluation, then indeed the departmental tenure committee is resolving the issue.

If after consideration of this proposal, you choose to recommend DRAFT B, the administration's proposal, I request that you incorporate the amendments, approved by the Faculty Senate in the October 13, 1998 meeting, in the appropriate places.

It has been a pleasure working with you and Melissa Rust on this very important issue. Personally, I consider this to have been a cooperative effort between the faculty and administration and look forward to working with you on other issues.

Post Tenure Review

Purpose of Evaluation of Tenured Faculty:

The purpose of post-tenure review should be understood as an integral part of the purpose of tenure: to build and maintain an effective and engaged faculty and to ensure academic freedom for that faculty in the pursuit of the goals of the university. Faculty members are effective and engaged insofar as they contribute to the stated mission of their academic departments and thereby to the overall mission of the university. This definition of an effective and engaged faculty assumes that: (a) great variability is possible among the career profiles of successful faculty members; (b) academic departments have the responsibility of defining their expectations for individual faculty members within the department's stated mission and consistent with the "*Criteria for Tenure*" established in the *Faculty Handbook*; and (c) the university is committed to provide faculty members with the administrative support and academic resources they need to successfully perform the teaching, scholarly, and service roles expected of tenured faculty.

An effective evaluation of tenured faculty will identify faculty members who have become ineffective or disengaged in order to provide support, assistance, and encouragement necessary to again become contributing members of the university community. The Post Tenure Review process is designed to maintain a faculty capable of effectively fulfilling the university's mission. The evaluation of tenured faculty must serve that process by making every effort to bring ineffective disengaged faculty back into the active community of scholars.

The written standards, criteria, and actual review by which faculty members are evaluated in Post Tenure Review are developed and reconsidered periodically by the faculty and are flexible enough to acknowledge different expectations in different disciplines and changing expectations at different stages of faculty careers. The basic standard for appraisal should be whether the faculty member under review discharges conscientiously and with professional competence the duties appropriately associated with his or her position, not whether the faculty member meets the current standards for the award of tenure as those might have changed since the initial granting of tenure.

Tenured Faculty Evaluation Process:

(1) Annual reviews of tenured faculty will provide an administrative determination of merit, in addition to determining whether an individual is meeting the responsibilities and obligations of a tenured faculty member. Following the annual review, a tenured faculty member will be informed, in writing, by the responsible administrator (usually the chair) whether or not they have satisfactorily met the responsibilities of tenured faculty. All annual reviews will be forwarded to the next level administrator (usually the dean) for informational purposes.

(2) Where it is determined by the chair that there exists a pattern of unsatisfactory ratings, the chair will inform the faculty member in writing of the need for a corrective plan. If the faculty member agrees with this determination, then the chair in close consultation with the faculty member will develop a corrective plan and submit it, in writing, to the faculty member. If the faculty member elects to contest the chair's determination that there is a pattern of unsatisfactory performance, the faculty member may petition, in writing, the departmental tenure committee to review the record and the chair's determination. If the

departmental tenure committee disagrees with the chair's determination, the faculty member's most recent annual review will be ruled as satisfactory, and the chair and faculty member will be notified in writing that no corrective plan is necessary.

A pattern of unsatisfactory ratings is defined as two unsatisfactory ratings in consecutive years or three unsatisfactory ratings within five consecutive years.

(3) Where it is determined that the departmental tenure committee agrees with the chair's determination and that a corrective plan is needed, the chair and the faculty member will be informed, in writing, of the committee's determination. The chair in close consultation with the faculty member and departmental tenure committee will develop a corrective plan and the plan will be specified to the faculty member in writing. A copy of the plan will be filed with the dean. A time frame for meeting the requirements of the plan will be developed by the chair, the faculty member, and the departmental tenure committee.

(4) During the first annual review after the agreed-upon time period, the chair will evaluate the faculty member's response to the plan. The chair will inform the faculty member and dean, in writing, of his/her evaluation.

(5) In instances where the faculty member refuses to meet the provisions of the corrective plan, or fails to make satisfactory progress toward meeting the provisions of the plan, the chair will provide the dean with a written report containing a recommendation for appropriate disciplinary action. Should the faculty member elect to contest a ruling by the chair of failure or unsatisfactory progress, the faculty member will have the option, before any written report is submitted to the dean, to petition, in writing, the departmental tenure committee to review the record and the chair's determination. If the departmental tenure committee disagrees with the chair's determination, the faculty member's progress will be ruled as satisfactory, and the chair and faculty member will be informed, in writing, that no further action is necessary. If the departmental tenure committee agrees with the chair's determination, the faculty member and the chair will be informed, in writing, and the chair will then provide the dean with a written report containing a recommendation for appropriate disciplinary action. The dean shall notify the faculty member in writing of any disciplinary action to be imposed. A faculty member who contests the imposition of disciplinary action may file an appeal consistent with the procedures described in the *Faculty Handbook*. In the event that recurring evaluations reveal continuing problems with a faculty member's performance that do not lend themselves to improvements, and that call into question his or her ability to function in that position, then other possibilities, such as mutually agreeable reassignment to other duties, should be explored. Disciplinary action will not include loss of tenure or dismissal unless the criteria for due cause are met as defined in the *Faculty Handbook*.

Address to the UCA Board of Trustees
October 16, 1998

Lorna R. Strong, MS, ATC, LAT
President of the Non Tenured Track Faculty Senate

I bring you greetings and thanks today as the President of the Non-Tenured Track Faculty Senate. The Board of Trustees approved the Non-Tenured Track Faculty Senate during the February meeting, since that time we have been working to get established. The initial meeting of the Non-Tenured Track Senate took place on April 28, 1998 with ten of the elected college senators present along with Dr. Mosbo and Mr. Gillean. It was at this meeting that we agreed that waiting for the fall to begin our work was not a desired action, but that the senators available during the summer would continue to meet and develop the constitution. Over the summer the constitution was developed with the desire to be an inclusive representative body that strives to uphold the missions of the University for the Non Tenured and Part Time Faculty of this University.

We achieved our goal of developing a constitution and having it prepared for the beginning of the fall semester. We held the first meeting of all non-tenured faculty in Ida Waldron Auditorium on September 17, 1998. At this meeting the constitution was presented and the approval of the constitution took place by ballot election on October 2, 1998 for the full time non-tenured faculty. It was also at the September meeting that nominations were requested to fill the three at-large positions on the senate. These elections and approval of the constitution from the part time faculty were carried out by mail ballot. With the faculty approval the Non-Tenure Track Faculty Senate Constitution behind us, we have now elected the offices of President and Secretary. We are waiting until our November meeting to elect our Vice President who will serve as President Elect to allow for the full senate to be present, since our part time members were just notified and two colleges must fill senate vacancies.

I would like to take this opportunity to inform you of the members of the Non-Tenure Track Senate by the College they represent and their classification on the Senate:

Class of 1999

College Senators

Don Epperson – College of Natural Sciences and Mathematics

Arlene Sindelar – College of Liberal Art

Ken Vaughn – College Education

Senator to be elected from College of Fine Arts and Communication

Senator at Large

Staffen Elgelid – College of Health and Applied Sciences

Class of 2000

College Senator

Phil Bartos – College of Business Administration

Patricia Carlin – College of Liberal Arts

James Fletcher – College of Health and Applied Sciences

Angela Greenland – College Education

Lorna Strong – College of Health and Applied Sciences

Senator at Large

Fred Williams – College of Fine Arts

Class of 2001

College Senators

Charlotte Cone – Undergraduate Studies

Marc Hirrel – College of Natural Studies and Mathematics

Jan Bryant – College of Fine Arts and Communication

Senator to be elected from College of Business Administration

Senator at Large

Travis Plumlee – College of Liberal Arts

I would like to publicly thank Dr. Mosbo for his support and direction of our organization through these initial steps. I would also like to thank Dr. Mosbo's office with special recognition of Ms. Carol Daves for her assistance as well. Now with the completion of this process the Non-Tenured Track Faculty Senate is ready to proceed with the duties and responsibilities of the organization. I thank you for the opportunity to inform you of our progress and look forward to bring continued good news from the Non-Tenured Faculty Senate.

To the Chairperson of the Board, members of the Board of Trustees, and to President Thompson. I would like to thank you for this opportunity to speak on behalf of the Staff. I must issue a belated thank you for the approval of the 2% salary increase for classified personnel and an increase averaging 2% for non-classified employees. This act did indeed help regain confidence in our future and a sense of appreciation. It is my hope that we can continue in this path as an effort to retain "good" employees.

I would like to address three concerns of the staff:

1. Possible increases in the current Health Plan which may not be affordable to all staff employees.
2. The Staff Senate has worked diligently on the purchase of a new flag and rope to be raised in front of Main. With the help of an anonymous donation and the Staff Senate Fund the flag will finally be raised on Veteran's day. However, it has been brought to our attention that a flag is not located at this stadium, which is required when the color guards are exiting the field.
3. Working the Labor Day Holiday did caused a hardship on some employees, mainly employees with young children due to the daycare centers and schools being closed. Several businesses were closed not allowing UCA employees to conduct business as normal.

The Staff Senate has started out the year great expectations and high hopes. In conjunction with the Human Resources Department we conducted our first "new" employee orientation with a trial run of twenty-four participating. The survey revealed excellent reviews from the participants. The next "new" employee orientation will be held in December.

The Staff Senate has established three major goals this year:

1. The establishment of a Staff Senate Website, which will raise more awareness of Staff Senate accomplishments, its purpose and provide a method of feedback from constituents.
2. The placement of suggestion boxes at various locations on campus. This process will allow staff to communicate with the Staff Senate to contribute ideas, interest, needs, relay questions and concerns.

3. The continuation of the “new” employee orientation project. We do see a need to remind our staff of the purpose for our existence and identify our customers, which are our students, also, improve department to department working relationships, therefore we will include Customer Service Training in the orientation process. We will also provide workshops for the entire staff to further enhance our customer service skills.

The Staff Senate with the approval of the Administration began a “Boost-It” Campaign. This is an effort to boost morale, school spirit and support our students by wearing the UCA colors on Friday’s during the football season. This campaign has definitely taken flight with approximately 250 employees purchasing purple t-shirts and sweatshirts from the Staff Senate.

Lastly, I must extend this invitation to the Board. The Staff Senate in conjunction with ROTC under the direction of our own Major Kenneth Cole will host its 2nd Annual Veterans Day Ceremony, on Wednesday, November 11th at 12:00. We will recognize all faculty, staff, students, and community veterans who fought and died for this country and those who continue to serve our country today.

The Staff Senate will continue to strive for the betterment of the University and promote University progress.